2020-2021

Elementary Handbook

Procedures in this handbook are subject to change based on guidelines from ISBE & IDPH due to Covid-19

A Guide for
Parents and Students
# TABLE OF CONTENTS

**PARENTS AS EDUCATIONAL PARTNERS** .......................................................... 1

**A SPECIAL NOTE TO PARENTS & GUARDIANS** ........................................... 2

**GENERAL INFORMATION ABOUT DISTRICT 7** ........................................... 3

**CHARACTERISTICS OF AN EFFECTIVE SCHOOL** .......................................... 5

**ADMINISTRATION BUILDING** ......................................................................... 6

Intermediate Buildings
Primary Buildings

**RESIDENCY REQUIREMENTS** ........................................................................... 8

Registration
Health, Dental, and Vision Examinations
Exemptions
Contagious Disease
Notification of Vision and Hearing Screening Services

**FINANCIAL INFORMATION** ........................................................................... 11

Waiver of Fee Policy
Failure to Pay Fees/Collections
Student Insurance

**VISITORS** ...................................................................................................... 12

Video & Audio Monitoring Systems
Absences, Tardiness, and Truancy

**COMPLIANCE WITH ATTENDANCE REQUIREMENTS** ............................... 14

Truancy
Homework Request
Pre-planned Absences

**STUDENT EXPECTATIONS** ........................................................................... 16

Students’ Rights and Responsibilities
Conditions Which Favor the Development of Good School Discipline
The Roles of Parents and School Staff Members in Effective Discipline
Expectations during the School Day
General Rules
Hall Conduct
Restroom Rules
Prohibited Conduct
Other Violations
Behavioral and Disciplinary Interventions
Behavioral and Disciplinary Intervention and Consequences
Examples of Rewards
Procedures for In School and Out-of-School Suspension
Procedures for Expulsion
Interviewing of Students by Police
Substance Abuse
Weapons Prohibition
Gang & Gang Activity Prohibited
Teen Dating Violence Prohibited

BUS CONDUCT .................................................................................................38
Video & Audio Monitoring Systems
Bicycles

OVERVIEW OF CURRICULUM ...........................................................................40
General Assessments Used for all Students
Why Homework is Assigned
Homework Procedure (Elementary)
Grading Scale (Grades 3-5)
Schoology
Student’s Homework Responsibilities
Parents’ and Teachers’ Homework Responsibilities
Periodic Progress Updates
TigerView (Grades 3-12)
Parent Conferences
Parent Orientation
Request for Teachers
Questions Regarding a Child’s Education & School Related Activities
Homebound Instruction
Special Education

PLAYGROUND ..............................................................................................47
Playground Safety Rules
Recess During Inclement Weather

LUNCH PROGRAM .........................................................................................48
Waiver of Student Fees Eligibility Criteria
Cafeteria and Lunch Procedures

PHYSICAL EDUCATION AND RECESS EXCUSALS ..................................49

STUDENT DRESS CODE ...............................................................................50

FOOD AT HOLIDAY PARTIES & BIRTHDAY CELEBRATIONS ..................51
Party Invitations
Field Trips
Motivational Programs

MEDICATION POLICY ..................................................................................51
Students with Diabetes
Students with Life Threatening Food Allergies
Administration of Medicinal Cannabis

ELECTRONIC DEVICE USE .........................................................................53
Use of Technology

SAFETY PLANS ..............................................................................................54
SEARCH & SEIZURE .....................................................................................55
Information Sharing Agreement
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT HARASSMENT POLICY</td>
<td>56</td>
</tr>
<tr>
<td>Prohibition of Bullying, Intimidation, and Harassment</td>
<td></td>
</tr>
<tr>
<td>Harassment Complaint Procedure</td>
<td></td>
</tr>
<tr>
<td>Civil Rights Coordinators</td>
<td></td>
</tr>
<tr>
<td>CONDUCT ON SCHOOL PROPERTY</td>
<td>60</td>
</tr>
<tr>
<td>School Sponsored Publications and Websites</td>
<td></td>
</tr>
<tr>
<td>Non-School Sponsored Publications</td>
<td></td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>61</td>
</tr>
<tr>
<td>Withdrawal/Transfer</td>
<td></td>
</tr>
<tr>
<td>Student Privacy and Parental Involvement Policies</td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td></td>
</tr>
<tr>
<td>SAFETY DRILL PROCEDURES &amp; CONDUCT</td>
<td>66</td>
</tr>
<tr>
<td>School Closing Information</td>
<td></td>
</tr>
<tr>
<td>Safety Alert Program</td>
<td></td>
</tr>
<tr>
<td>Pick-up Procedures in the Event of the Evacuation of Students</td>
<td></td>
</tr>
<tr>
<td>PARENT RESOURCES &amp; SUPPORT</td>
<td>68</td>
</tr>
<tr>
<td>Child Sex Offenders</td>
<td></td>
</tr>
<tr>
<td>Homeless Students</td>
<td></td>
</tr>
<tr>
<td>After-Hours Voice Mail</td>
<td></td>
</tr>
<tr>
<td>Pest Control Schedule</td>
<td></td>
</tr>
<tr>
<td>Student Videotaping and Work Samples</td>
<td></td>
</tr>
<tr>
<td>Annual Asbestos Notification</td>
<td></td>
</tr>
<tr>
<td>PTO</td>
<td></td>
</tr>
<tr>
<td>Animals on School Property</td>
<td></td>
</tr>
<tr>
<td>SCHOOL CALENDAR</td>
<td>73</td>
</tr>
</tbody>
</table>
Parents as Educational Partners

PARTNERSHIP BELIEF

Research continues to confirm the benefits of parental involvement in their children’s education. The key element in the kind of parent involvement that most benefits children is a sense of partnership between parents and school: an understanding that it takes both to achieve positive outcomes.

We not only must believe in the concept, but must articulate what each partner brings to the partnership. Parents are not only their children’s first teacher, but are also the link that integrates learning and experiences. Classroom teachers enter and exit the children’s lives at different stages. They supply a depth of knowledge in subject matter content and skills.

For such a cooperative spirit to prevail, both sides of the partnership must acknowledge the contributions of the other and the necessity of a reciprocal relationship.

We look forward to working with you and your child this year!
A SPECIAL NOTE TO PARENTS & GUARDIANS

The Edwardsville Community School District 7 sincerely believes that a child's success in school is directly related to effective communication between home and school, parental support of learning activities, respect for individual rights, and personal responsibility.

COMMUNICATION:
This handbook is one of the District's primary means of communicating. Parents are urged to read this book carefully and to discuss it with their children.

PARENTAL SUPPORT:
Parents are encouraged to support their children's efforts in school by emphasizing the importance of education, reading with their children, and making sure that children complete assignments and attend school regularly.

INDIVIDUAL RIGHTS:
We live in a country where each person has the right to be treated with justice. It is therefore the responsibility of each student to treat others justly, with respect and dignity. The District will not tolerate behavior that violates these human relations standards.

PERSONAL RESPONSIBILITY:
Children are responsible for obeying the laws of society as well as all District regulations. The District has a close working relationship with local law enforcement agencies and will contact them if violent or other criminal activity takes place. Parents should also be aware that they themselves are legally responsible and financially liable for their children's actions.

Together parents and the schools can provide a safe, happy, and orderly atmosphere for all children.
GENERAL INFORMATION ABOUT DISTRICT 7

A. HISTORY OF THE DISTRICT

The first public school in Edwardsville, the Dale School, opened in the year 1864, beginning a tradition of excellence that endures today. The school district and the community grew and flourished together as more elementary schools were added, and a separate high school was built. Eventually the country schools from the rural areas surrounding Edwardsville joined to form District 7 as we know it today.

Historic landmarks include:

• Hadley House, established in 1875, which houses the District’s administrative service center
• Columbus School, built in 1886, which is the District’s oldest school and the oldest school building in continuous use in Madison County.

The District’s heritage of excellence in education is reflected today in the outstanding achievements of all its schools. For a detailed history of District 7 schools, visit the District 7 web site at www.ecusd7.org.

B. THE FACILITIES

District 7 facilities, including fourteen schools and the central administrative office (Hadley House), total more than one million square feet. The District’s facilities are located on approximately 265 acres of land, including the 47-acre Sports Complex on Center Grove Road.

Edwardsville High School serves grades 9-12 in its main building on Center Grove Road and at Lewis and Clark Community College’s N.O. Nelson Campus. At-risk students are served by the Alternative High School, which is housed in the building known as EHS South, located across the street from the main high school building. Lincoln Middle School and Liberty Middle School house grades 6-8.

The elementary grades are served in primary and intermediate attendance centers. Primary attendance centers include Glen Carbon Elementary School (grades K-2), Goshen Elementary School (grades K-2), Hamel Elementary School (grades K-2), Leclaire Elementary School (grades K-2), Midway Elementary School (grades K-2), and Nelson Elementary School (grades K-2). Intermediate centers include Albert Cassens Elementary School (grades 3-5), Columbus Elementary School (grades 3-5), Woodland Elementary School (grades 3-5), and Worden Elementary School (grades 3-5).

C. THE STAFF

With over 920 employees, 437 of whom are teachers, District 7 is the third largest employer in the Edwardsville area.

District 7, along with Southern Illinois University, helps make education the city’s number one source of employment.

District 7’s personnel policy is to hire superior staff members - the very best available for that particular position. Our teachers rank far above state averages in the amount of experience and the level of education. Professional growth is a continuous process stimulated by a variety of in-service opportunities for both teachers and support staff.

Parents of children who attend schools that receive Title I funds are entitled to receive specific information regarding their children’s teachers’ credentials. Parents seeking this information should contact their children’s building principal.

D. THE BOARD

A seven-member board of education is responsible for setting the policies of the District. Board members, who receive no pay for their work, are elected to four-year terms. Board meetings are held at Woodland School on the second and fourth Mondays of the month. During the months of June, July, and December, meetings are held on the third Monday of the month. The public is invited. For specific dates, interested parties may call the Administrative Offices at 656-1182, extension 10000, or visit the District’s website at www.ecusd7.org. Board meetings are also televised on the local community access television channel — ECTV, Channel 993.
E. DISTRICT FINANCES

The total tax rate for District 7 is $4.6680 per $100 of assessed valuation.

F. PARENT/CITIZEN INVOLVEMENT

District 7 parents are strongly urged to become active participants in the educational process. Parents’ interest in their children’s education and the level of cooperation between home and school are key elements to success in school.

Volunteer opportunities, through the parent-teacher organization or the building principal, are virtually unlimited. PTOs make a valuable contribution to the schools through their fundraising and social activities. Interested volunteers should call the individual schools.

The Citizens Advisory Council is an appointed committee of laypersons. Its function is to study various issues and provide advice and recommendations to the Board of Education. The CAC meets monthly during the school year.

G. HOW DOES DISTRICT 7 RATE?

The State of Illinois does not have a formal system of rating school districts, although it does conduct evaluation visits. District 7 receives highly positive comments during such visits and is a fully accredited system.

Excellence has always been the hallmark of the District 7 schools. There are many indicators that demonstrate a district’s level of achievement. Our commitment to academic excellence is aptly reflected in the District’s test scores. The District has been a downstate leader in the annual number of National Merit Scholars and in the performance of our academic teams.

Although such achievement is very important, a school system should be judged not just on test scores, but rather on how all children, whether gifted, average, or at risk, are given opportunities to grow and learn. Specific information about the District’s programs, as well as the most recent test scores, may be obtained at Hadley House or on the District’s website at www.ecusd7.org.
Characteristics of an Effective School

Safe and Orderly Environment
A safe and orderly environment is one that is free from physical harm and conducive to teaching and learning. Adults are consistently on duty at all times. The more clear and explicit the school’s expectations, and the more firmly and fairly they are enforced, the less disorder the school experiences.

Clear and Focused School Mission
The mission is a statement that tells what the school considers to be most important. There are learning objectives and instructional programs, which match those objectives, as well as assessments that tell whether students are achieving the learning objectives.

Instructional Leadership
The instructional leader is the person who communicates the school’s mission to the staff, parents, and students, making sure everyone understands the mission. Applying the principles of instructional effectiveness, the instructional leader manages the instructional program and serves as the facilitator for the staff.

Climate of High Expectations
The staff of the building believes and demonstrates that all children can learn.

Time on Task
In effective schools, students are actively engaged (90%) in whole class, group, or teacher-directed instruction. It is possible to increase guided practice and engagement rates for students without increasing the school day or year.

Frequent Monitoring of Student Progress to Improve Instruction
The most informative test is one that is locally generated, objective referenced, and nationally validated. The purpose of the test is to determine which learning objectives are attained by which students for the purpose of instructional improvement.

Home-School Relationship
The homes from which students come are informed as to the school’s mission and objectives, as well as the learning activities in which students participate. Individual student learning objectives, expectations, and individual student progress are communicated regularly.
ADMINISTRATION BUILDING
708 St. Louis Street
Edwardsville, IL  62025
Phone: 618-656-1182
Website: www.ecusd7.org

Superintendent
Assistant Superintendent (Business & Operations)
Assistant Superintendent (Personnel & Student Services)
Director of Human Resources & Student Services
Director of Curriculum & Instruction
Director of Technology

Dr. Jason Henderson
David Courtney
Dr. Adam Garrett
Dr. Cornelia Smith
Tara Fox
Bill Miener

Buildings & Grounds
Lincoln Middle School
145 West Street
Edwardsville, IL 62025

District 7 Food Service
708 St. Louis Street
Edwardsville, IL 62025

First Student (Bus Transportation)
P.O. Box 538
Edwardsville, IL 62025

Josh Ferry, Director
Phone: 659-1266

Breanna Gordon & Felicia Minor, Coordinators
Phone: 656-1576

John Mollett, Manager
Phone: 656-0125

INTERMEDIATE BUILDINGS
(Grades 3-5)

Albert Cassens Elementary School
1014 Glen Crossing Road
Glen Carbon, IL  62034
Phone: 618-655-6150
Website: www.ecusd7.org/cassens
Administrator: TBD
Email:
Principal’s Secretary: dgray@ecusd7.org

School Motto:
Nothing Less Than Our Personal Best!

Columbus Elementary School
315 North Kansas
Edwardsville, IL 62025
Phone: 618-656-5167
Website: www.ecusd7.org/columbus
Administrator: Julie Matarrelli
Email: jmatarelli@ecusd7.org
Principal’s Secretary: llott@ecusd7.org

School Motto:
Where Young Minds Set Sail

Woodland Elementary School
59 S State Route 157
Edwardsville, IL 62025
Phone: 618-692-8791
Website: www.ecusd7.org/woodland
Administrator: Tiana Montgomery
Asst. Principal: Chris Andre
Email: tmontgomery@ecusd7.org
candre@ecusd7.org
Principal’s Secretary: jdean@ecusd7.org

School Motto:
By respecting Myself, other people and their ideas, we will have a creative and productive school

Worden Elementary School
110 North Main Street
Worden, IL 62097
Phone: 618-692-7442
Website: www.ecusd7.org/worden
Administrator: Dr. Beth Renth
Email: brenth@ecusd7.org
Principal’s Secretary: agoss@ecusd7.org

School Motto:
Every One’s Best, Every Day
PRIMARY BUILDINGS
(Grades K-2)

Glen Carbon Elementary School
141 Birger Road
Glen Carbon, IL 62034
Phone: 618-692-7460
Website: www.ecusd7.org/glencarbon
Administrator: Miranda Robbins
Email: mrobbins@ecusd7.org
Principal's Secretary: hkenison@ecusd7.org

School Motto:
I pledge today to do my best
In reading, math, and all the rest.
I promise to obey the rules
In my class and in our school.
I'll respect myself and others too.
Learning at our school is what I'm here to do.

Leclaire Elementary School
801 Franklin Avenue
Edwardsville, IL 62025
Phone: 618-656-3825
Website: www.ecusd7.org/leclaire
Administrator: Donald Gunter III
Email: dgunter@ecusd7.org
Principal's Secretary: tpeitzmeyer@ecusd7.org

School Motto:
Never give up
Encourage others
Do your best

Goshen Elementary School
101 District Drive
Edwardsville, IL 62025
Phone: 618-655-6250
Website: www.ecusd7.org/goshen
Administrator: Curt Schumacher
Email: cschumacher@ecusd7.org
Principal's Secretary: jatchison@ecusd7.org

School Motto:
The more we know, the more we grow.

Midway Elementary School
6321 Midway Drive
Moro, IL 62067
Phone: 618-692-7446
Website: www.ecusd7.org/midway
Administrator: Matthew Sidarous
Email: msidarous@ecusd7.org
Principal's Secretary: jkupinski@ecusd7.org

School Motto:
Only Our Best!

Hamel Elementary School
400 West State St.
Hamel, IL 62046
Phone: 618-692-7444
Fax: 618-633-1702
Website: www.ecusd7.org/hamel
Administrator: Matthew Sidarous
Email: msidarous@ecusd7.org
Principal's Secretary: jwiltshire@ecusd7.org

School Motto:
Only Our Best!

Nelson Elementary School
1225 West High Street
Edwardsville, IL 62025
Phone: 618-656-8480
Website: www.ecusd7.org/nelson
Administrator: Andrew Gipson
Email: agipson@ecusd7.org
Principal's Secretary: speterson@ecusd7.org

School Motto:
I will do my best, use good manners, and cooperate with everyone at school.
RESIDENCY REQUIREMENTS

The residence of a person who has legal custody of a student is deemed to be the residence of the student.

Accordingly, before a student may be registered to attend a District 7 school, a parent, guardian, or someone with legal custody of the student must show proof that he or she resides within District 7 boundaries. It is the responsibility of the adult enrolling a student to prove both custody and residency as defined by Illinois School Code. Proof will include at least three (3) forms of identification and adequate documentation to prove residency. The building principal has the authority to rule on residency; that decision may be addressed as per board policy. School Code provides that any person who attempts to enroll or present false information for the purpose of enrolling a nonresident shall be guilty of a Class C misdemeanor.

When a student’s change of residence is due to the military service obligation of the student’s legal custodian, the student’s residence is deemed to be unchanged for the duration of the custodian’s military service obligation if the student’s custodian makes a written request. The District, however, is not responsible for the student’s transportation to and/or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of state law, and must not be charged tuition.

Registration

1. ALL STUDENTS
Registration involves the completion of several forms that are used to document residency and custody. In addition, students entering kindergarten, sixth, or ninth grade need a health examination (Illinois student physical form only). Students entering kindergarten, second, sixth and ninth must also have a dental exam.

2. STUDENTS NEW TO DISTRICT 7
New students need to complete the above-mentioned forms, plus provide a certified birth certificate, a Vision Exam form, and complete the Home Language Survey, as well as the US Department of Education Race and Ethnicity Data Standards Form. If a birth certificate is not presented, the person enrolling the student will be notified that within 30 days he or she must provide a certified copy of the student’s birth certificate. If a certified copy of the student’s birth certificate is not provided, local law enforcement will be notified. A student will be enrolled without a birth certificate. All students will be registered under their legal name as it appears on their birth certificate. If a student has had a legal name change, documentation of that name change must be supplied at the time of registration. All students enrolling in District 7 must meet all state requirements related to physical examinations, dental examinations, vision examination and immunizations.

See section regarding Student Attendance and Health Policies for more information. All students transferring from another public school in Illinois will need to provide the Illinois Student Transfer Form from the Illinois State Board of Education.

THE STUDENT INFORMATION FORM is distributed at the time of registration. The purpose of the form is to provide the school with student information as well as emergency information. Parents are required to complete and keep current the student information form, including at least two emergency telephone numbers in the metropolitan bi-state area.

Health, Dental, and Vision Examinations

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten/first grade, sixth grade, and ninth grade. Students transferring into District 7 must have the appropriate health examination form forwarded with their other records. All health examinations must be recorded on the authorized state of Illinois form and turned in by the first day of school. Students will be excluded from school if examinations are not on file by October 15.
The physical examination form must include evidence of compliance with the schedule of required immunizations. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk-assessed” or screened for lead poisoning.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences.

Students entering kindergarten, second, sixth grade, and ninth must present proof of having had a dental examination by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. If the student does not present such proof, the District may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

All students enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school must present proof of an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist performed within one year prior to entry of Kindergarten or the school by October 15 of the school year. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Parent(s)/guardian(s) may access informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the Illinois Department of Public Health on the District website or at the District office.

**Exemptions**

Students will be exempt from the health, vision, and/or dental examinations for the following reasons:

1. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption.

   In compliance with Public Act 99-249, parents/guardians who object to health, dental, or eye examinations or any part thereof, to immunizations, or to hearing and vision screening tests on religious grounds must submit a Certificate of Religious Exemption to make such an objection. The Certificate of Religious Exemption must:

   1. Detail the grounds for the objection and the specific immunizations, tests, or examinations to which the parent/guardian objects;
   2. Be signed by the parent/guardian; and
   3. Be signed by the authorizing examining health care provider responsible for the performance of the child’s health examination.

   The grounds for objection must set forth the specific religious belief that conflict with the examination, tests, immunization, or other medical intervention. The religious objection stated need not be directed by the tenets of an established religious organization. However, general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screenings, or dental examinations does not provide a sufficient basis for an exception to statutory requirements.

   The parent’s/guardian’s signature serves to reflect his/her understanding of the school’s exclusion policies in the case of a vaccine-preventable disease outbreak or exposure.

   The health care provider’s signature serves as confirmation that the provider provided education to the parent/guardian on the benefits of immunization and the health risks to the student and to the
community of the communicable diseases for which immunization is required in Illinois. The health care provider's signature reflects only that education was provided, and does not allow the health care provider grounds to determine a religious exemption. Parents/guardians claiming a religious objection must present the schools with a Certificate of Religious Exemption for each child prior to the child entering kindergarten, sixth grade, and ninth grade. Discretion to determine whether the content of a Certificate of Religious Exemption constitutes a valid religious objection lies with the Edwardsville School District.

The Certificate of Religious Exemption has been created by the Illinois Department of Public Health (“IDPH”) and is available on the IDPH’s website at: www.dph.illinois.gov/sites/default/files/forms/ohpformsil-certificate-religious-exemption-form-081815.pdf

2. Health examination or immunization requirements on medical grounds if a physician, advanced registered practice nurse, or physician assistant provides written verification.
3. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Contagious Disease
At times it is necessary to exclude students from school for certain conditions that may be contagious to the other students. The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.
1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

Notification of Vision and Hearing Screening Services
The Illinois School Code requires that students enrolled in an early childhood program, pre-kindergarten program, kindergarten, second grade, eighth grade, are in all special education classes for instruction, are referred by teachers and all transfer students must have a vision screening during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. If a child has been seen by an optometrist or ophthalmologist within the previous 12 months, please provide the signed report form to the school nurse no later than October 15.

In addition, The Illinois School Code requires students enrolled in the following grade levels to have a hearing screening: early childhood program, pre-kindergarten program, kindergarten, first grade, second grade, third grade, or any student enrolled in special education courses. In addition, a student must be
screened if the student transfers from another school district or the student is referred by a teacher.

If parents have questions regarding these screenings or their child’s participation in these screenings, please contact the Assistant Superintendent of Personnel & Student Services, 708 St. Louis Street, Edwardsville, Illinois 62025.

FINANCIAL INFORMATION

The school establishes fees and charges to fund certain school activities. During the school year, various fees must be paid. These include: school fees, lunch charges, charges for lost or damaged textbooks, science and art lab fees, library fines, lost or damaged uniforms, etc. Keep a record or receipt for all fees you pay.

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

Required Fees and/or Costs: $80.00

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

Waiver of Fee Policy

The Illinois School Code requires each school district adopt a policy pursuant to the waiver of school fees. The Edwardsville School District Board of Education has adopted the required policy for the 2020-2021 school year. A fee waiver must be applied for and approved for every school year. Fee waivers cannot be applied for outstanding fees from previous school years.

A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; and 5) When one or more of the parents/guardians are involved in a work stoppage.

The student’s parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student’s fee. A separate application form shall be submitted for each fee assessed to each student. Questions regarding the fee waiver application process should be addressed to the Superintendent. The Superintendent will review the applications for qualification of a waiver.

Failure to Pay Fees/Collection

To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Near the end of the year, a notice will be sent home detailing unpaid fees. All fees must be paid before students participate in extracurricular activities including the end of year trips.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.
**Student Insurance**

Student accident insurance is offered to all students at a reasonable fee. The necessary information and enrollment forms are issued to students the first day of school. Participation by the parents and students is voluntary except that all boys and girls participating in competitive sports are encouraged to carry insurance. Any accidents should be reported to the clinic where the necessary forms will be completed. Any dispute over claims is a matter between the parent and the insurance company.

**VISITORS (Subject to change based on ISBE and IDPH Guidelines related to Covid-19)**

Parents are always welcome to visit the school. The Board of Education is committed to securing all of its buildings to maintain a safe and appropriate learning environment for all of its students. All school doors, except the front entrance doors, are locked during school hours. All those who seek access to school buildings when school is in session shall be required to present government issued photo identification, state his or her purpose for visiting the school and be issued a visitor’s badge. The visitor may then only access the school for the stated purpose. However, District 7 policy requires that all persons entering a school building sign in at the building office and report to a designated school official, which is the School Safety Office stationed at the entrance of each building. The officers ensure that access to the building is limited to authorized individuals; that building security and safety procedures are followed; and that Board Policies related to security, safety, and conduct are followed.

Parents, who would like to visit in their child’s classroom, please plan such visits with the classroom teacher and the principal. All other individuals desiring to visit or observe in a classroom must first request an appointment in writing with the Building Principal, setting forth the proposed purpose and duration of the visit. The principal will determine whether to permit the visit or observation. In determining whether to grant a visit to a classroom, the principal will consider a variety of factors, including the reason for the visit, the potential impact of the visit upon the environment, whether alternative means exist for achieving the same purpose, any past request of the individual to visit, and the proposed duration of the visit. Any visit or observation to the classroom must not interfere with or disrupt the educational process. Visits to the classroom will be limited in duration. The visitor may be escorted by an authorized District 7 representative. However, it is our policy to discourage students from bringing guests with them to their classes. Many times there are distracting factors associated with student visitors. The District shall also permit visits in compliance with Section 14-8.02(g-5) of the School Code.

Please follow the following procedures regarding visits to any building:

1. Upon entering the building, **all visitors are required** to present government issued photo identification, state their reason for being in the building, and sign in with the School Safety Officer in the main lobby.
2. All visitors are required to wear name badges to identify them as a visitor. These can be acquired from the School Safety Officer.
3. Student visitors are not permitted to accompany regular students to school.
4. All unauthorized persons shall be required to leave the premises.
5. Visitors are required to sign out with the School Safety Officer upon leaving the building.
6. Parents should set an appointment ahead of time with the teacher if they wish to visit or assist in the classroom. Parents will not be permitted to the classroom during educational time unless an appointment is arranged.
7. Parents who volunteer in classes, for field trips, or classroom activities, must make other arrangements as siblings will not be permitted.
8. Prior to the day, classroom volunteers and field trip chaperones must complete the volunteer waiver, which is kept on file in the school office.

**Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students,
staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

**Absences, Tardiness, and Truancy**
The academic progress of our students depends greatly on punctuality and regularity of school attendance. After 9:15 a.m., a student is tardy. In the event that the student is unable to attend school because of illness or other valid reason, the parent must notify the school between 8:00 and 9:30 a.m. Emails regarding an absence should be sent using the Contact link provided on every school's website. Failure to properly notify the school of an absence will result in the absence being recorded as unexcused. If a call has not been made to the school within the first two hours on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child’s school attendance.

**A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child’s absence may be in violation of the law.**

**Excused and Unexcused Absences**

1. **Excused Absences**
   - Illness of the student
   - Doctor or dental appointment for student, note provided
   - Death in the student’s immediate family
   - Family emergency
   - Circumstances beyond the control of the student
   - Circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety
   - Observance of religious days
   - Court appearance
   - Special circumstances may be considered with administrative approval
   - Family trip, provided the following guidelines are followed:
     1. School is notified in advance of the absence
     2. All assigned work is made up at direction of individual teachers
     3. All assigned work is turned in per teacher’s instructions

2. **Unexcused Absences** - All absences not classified as excused will be considered unexcused or truant.

A student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal
action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Invalid causes for a student’s absence are considered unexcused absences. The school may require documentation explaining the reason for the student’s absence.

**Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s).

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

**COMPLIANCE WITH ATTENDANCE REQUIREMENTS**

1. All students who leave school for a doctor’s appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of attendance requirements stated in this section from the building principal.
5. Students whose parent or legal guardian has been called to duty, is on leave, or immediately returned from deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. The parent or legal guardian should submit written requests related to such absences to the building principal.

*Note: Home and Hospital Services may be available for a student who, due to a temporary physical or health impairment, must remain out of school for more than two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to their medical condition as certified by a physician. Contact the building principal to begin the application process.*

**Truancy**

A truant is defined in the state of Illinois as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Truancy is an extremely serious situation that can be corrected only through a high degree of cooperation between home and school. The following events are examples of truancy: leaving school without teacher or parental permission staying home without parental permission being absent without medical excuse. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence. Students considered truant are subject to school discipline.
Truancy procedures include, but are not limited to the following:

1. Three Unexcused Absences – letter from the school to parents
2. Six Unexcused Absences – second letter from the school and may result in a meeting with school personnel
3. Nine Unexcused Absences – referral to the ROE Truancy Officer which could lead to a Truancy Review Board meeting or a court appearance

PARENTS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL. An attempt will be made to notify the parent each time a student is truant. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $500.00.

Chronic truancy is defined as absence without valid cause for 5% or more of the previous 180 regular attendance days. By law, the names of chronic truants and the person who has custody of them must be provided to the Regional Superintendent of Schools. Chronic truants as defined by state statute will be referred to the School Resource Officer for follow-up investigation and possible referral to the State’s Attorney’s Office.

District 7 offers a number of supportive and preventive services to truants. The following resources and supportive services are available to students with attendance problems and their parents or guardians: conferences with school personnel; problem solving by the building level team; referral to community agencies; and an alternative program for eligible high school students. The purpose of these programs is to provide an alternative learning situation to those students who are unable to function in the traditional school. Chronic truants are among those students who may experience greater success in an alternative setting. Interested parents should contact their child’s guidance counselor, social worker, or principal for more information about the alternative program.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years.

Homework Request
When contacting the school to report your child’s absence, you may also request homework. Please request homework by 11:30 a.m. Homework may be picked up in front of the main office between 3:45 and 4:15 p.m.

Students have one day for each day of absence to complete their homework.

Students with an unexcused absence are encouraged to make up classroom work missed, although full credit for such work will not be given. Partial credit for make-up work shall be given in the amount of 80% for a student’s first three unexcused absences in a school year that are not out-of-school suspensions. Subsequent unexcused absences will result in 50% credit for make-up work. Each teacher’s policy regarding make up work and course credit shall be distributed to the students at the beginning of the course, with a copy placed on file in the proper administrator’s office.

In order to receive partial credit, students shall receive the same number of days to make-up work as the number of days absent – not to exceed two (2) days.

Pre-planned Absences
A request should be communicated to the office and classroom teacher for a pre-planned absence, which will enable the students to get their assignments prior to the absence. The work should be completed upon returning to school.
STUDENT EXPECTATIONS
A school-wide discipline procedure is used to guide teachers, students, and parents in dealing with student behavior. This plan enables the classroom teacher to clearly and consistently communicate expectations to students, as well as the consequences for compliance or non-compliance.

Problems are best resolved when the issues are known. We feel that communication between home and school is vital, as it relates to the well-being of our children.

Students will be expected to display respect, follow rules, complete homework assignments, and be good citizens. If this does not occur, a referral will be sent home. Please assist us with this communication program by talking to your child about the referral, signing the referral, and returning it to school the following day.

STUDENTS’ RIGHTS AND RESPONSIBILITIES
Education cannot proceed effectively without appropriate behavioral and disciplinary interventions. Appropriate behavior and discipline are best thought of as positive, not negative—helping a student to adjust, rather than be punished.

The dignity of individuals should be protected, with proper consideration displayed for their personal feelings, which may be associated with race, color, creed, cultural heritage, and intellectual and physical characteristics. Educators as well as students should be respectful to each individual in his/her daily life and develop a sincere appreciation for the different ethnic, economic, religious, and social backgrounds of groups.

In District 7 we believe our students have certain rights that must be protected. We also believe that they have definite responsibilities, which must be fulfilled in order to ensure that all students succeed in school. These rights and responsibilities are as follows:

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each student has the right to pursue an education without the fear of personal harm or damage to personal property.</td>
<td>1. Each student has the responsibility to restrain himself/ herself and actively discourage others from inflicting personal harm or damage to another student’s property.</td>
</tr>
<tr>
<td>2. Each student has the right to participate in an educational experience free from disruptive, destructive, or distracting influences.</td>
<td>2. Each student has the responsibility to support efforts to maintain an environment free from disruptive, destructive, or distractive behavior and influences.</td>
</tr>
<tr>
<td>3. Each student has the right to expect a well-prepared and organized classroom procedure.</td>
<td>3. Each student has the responsibility to prepare for and participate in classroom activity to the best of his/her ability.</td>
</tr>
<tr>
<td>4. Each student has the right to express himself/herself and his/her opinions verbally and in writing in accordance with District policy. This includes student publications and the right to petition.</td>
<td>4. Each student has the responsibility to express opinions in a respectful manner so as not to offend or slander others. Freedom of expression should not interfere with the educational process.</td>
</tr>
<tr>
<td>5. Each student at the secondary level has the right to participate in school operation and regulation through an active student government.</td>
<td>5. Each student at the secondary level has the responsibility to participate actively in student government through running for office, conscientious voting, and making student concerns known to school administration.</td>
</tr>
</tbody>
</table>
6. Each student has the right to appeal, as outlined in this publication, cases of suspension or expulsion.

7. Each student and parent has the right of privacy concerning their academic and personal records maintained by the school.

8. Each student has the right to dress in such a way as to express the student’s personality in accordance with the District’s dress code.

9. Each student has the right to be treated fairly and equally without harassment, without regard to actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic by all teachers and staff of the school district as well as visitors to the school.

10. Each student has the opportunity to participate in extracurricular activities in accordance with the Code of Conduct and the No Pass/No Play policy.

11. Each student has the right to expect assistance from school employees responding in a reasonable manner in cases of illness or injury.

6. Each student has the responsibility to abide by decisions reached through the appeal process.

7. Each student has the responsibility to respect the privacy of others concerning academic and personal records.

8. Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, which does not disrupt or interrupt the educational process; indicate affiliation with any group that advocates dangerous or distasteful activities; or indicate support for drug, alcohol, or tobacco usage, including vaping devices and electronic cigarettes.

9. Each student has the responsibility to respect the authority of teachers and staff of the school district.

10. Each student has the responsibility to uphold grades while participating in extracurricular activities and to conduct him/herself in a respectable manner during and in connection with those activities.

11. Each student has the responsibility to report illness and/or injury (to self or others) to the school employee in charge at that time.
CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

1. An adequate home that:
   a. Assumes the primary responsibility for the discipline of the child.
   b. Is aware of the child's responsibilities and obligations in the school as well as in the community and establishes home conditions that are favorable to success in school.
   c. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
   d. Cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.

2. A responsible student who:
   a. Respects constituted authority, which includes not only obedience to school rules and regulations but also conformity to the laws of the community, state, and nation.
   b. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

3. A responsible school in which the professional staff:
   a. Encourages the use of good guidance and appropriate procedures.
   b. Maintains an atmosphere conducive to good behavior.
   c. Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
   d. Plans a flexible curriculum to meet the needs of all students.
   e. Promotes effective training or discipline based upon fair and impartial treatment of all students.
   f. Develops a good rapport among the teaching staff and among the administration and the teaching staff.
   g. Endeavors to involve the entire community in order to improve the quality of life in that community.

THE ROLES OF PARENTS AND SCHOOL STAFF MEMBERS IN EFFECTIVE DISCIPLINE

Both the school staff and the parents share the responsibility of providing a positive role model for the children.

It is the task of the administration to implement the District's philosophy through the careful enforcement of the regulations contained herein. For this reason all administrators involved in discipline meet at least once a year to discuss the fair and consistent application of the contents of this handbook.

If a question arises regarding a particular policy, administrators consult with each other and other expert sources to ensure that any disciplinary measures taken are prudent and reasonable.

The administrator's role in discipline may also include working with the student and his/her family and teacher to prevent further problems. The best discipline is preventive in nature. For this reason, the District has developed a comprehensive set of behavioral and disciplinary interventions designed to promote safe, responsible, and respectful pro-social behavior for all students. As part of these interventions, the administrator may also choose to involve the school counselor or social worker in order to provide a therapeutic approach to discipline.

Parents have the responsibility to cooperate with the District in its efforts to maintain a safe and orderly atmosphere in the schools. Parents are urged to familiarize themselves with the school staff and policies and to maintain regular communication with the schools. Regular communication between school and home is one of the keys to effective discipline.
Expectations during the School Day

- Display respectful behavior
- Make good choices
- Display a positive attitude
- Practice good study habits
- Follow instructions
- Be a good role model
- Help to keep your school and classroom safe

Students are expected to conduct themselves in a manner that reflects respect for each other, for their teachers, staff members, and school facilities. Students may be disciplined for misconduct that occurs on school buses; in school buildings or on, or within sight of, school grounds at any time before, during or after school; on the way to and from school; at bus stops; at school-sponsored activities whether or not held on the grounds of the school district; while being transported to and from school-sponsored activities or events; at any event or activity reasonably related to school or any event or activity; and anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Students may also be disciplined when the misconduct is directed against school employees, their families or property because of their status as employees.

The Board of Education has given building administrators the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Building administrators have attempted to provide guidance to students as to prohibited conduct for which the student may be disciplined. These rules, along with common sense, good judgment, ethics and morality all come together to determine what is appropriate behavior in a given situation.

Discipline is determined on a case-by-case basis and is at the discretion of the administration and the Board of Education. The level of consequences imposed will be consistent with the Illinois School Code.

The administrator's role in discipline may also include working with the student and his/her family and teacher to prevent further problems. The best discipline is preventive in nature. For this reason, the District has developed a comprehensive set of behavioral and disciplinary interventions designed to promote safe, responsible, and respectful pro-social behavior for all students. As part of these interventions, the administrator may also choose to involve the school counselor or social worker in order to provide a therapeutic approach to discipline.

Parents have the responsibility to cooperate with the District in its efforts to maintain a safe and orderly atmosphere in the schools. Parents are urged to familiarize themselves with the school staff and policies and to maintain regular communication with the schools. Regular communication between school and home is one of the keys to effective discipline.

Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

**General Rules**

1. Be responsible — Students will keep hands, feet, and objects to themselves.
2. Be respectful — Be polite in words and actions.
3. Follow directions — Students will show respect for all adult supervision.
4. Upon entering the classroom, students will go directly to an assigned seat and prepare to start work.
5. Bring paper, pencils, books, and completed homework assignments every day.
6. No gum, candy, or toys.
7. Students will walk and talk quietly throughout the building. Running is not permitted.
8. Students will help maintain an environment that is safe, friendly, and productive.

Hall Conduct
1. No running in the hall.
2. Always stay to right side of the hall.
4. Remove hats upon entering building.

Restroom Rules
1. No playing or loitering in the restroom.
2. No writing on or defacing of school property.

The infractions on the following pages are examples of prohibited conduct. Students will be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
   f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
   g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or
other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) authorized under the Bring Your Device (BOYD) Program; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used at the conclusion of any after-school activities so long as the student is not being transported by a district vehicle and/or the use of the device does not interfere with any after-school activities or otherwise be used for illegal purposes, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference.

11. Engaging in teen dating violence.

12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

15. Being absent without a recognized excuse.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent.

21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of these rules, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Additional descriptions of prohibited conduct are as follows:
1. **Academic Dishonesty**
   
   1. An act of dishonesty related to academic performance or activities such as plagiarism; presentation of work not completed by the student; providing another student with completed work or assignments not completed by that student to be presented for credit/grading and/or acceptance of work completed by another student to be presented for credit/grading; sharing or publishing assessment questions, activities, answers or responses with other students. This includes the use of electronic devices (e.g., cell phones, text messages, etc.) to transmit information, including text, still images, audio, or video. The student/parent/guardian will be responsible for making restitution should the District be required to expend money due to an infraction of this provision.

2. **Arson**
   
   2. Criminal damage by fire or explosive to another’s real or personal property.

3. **Assault, Simple**
   
   3. Placing another in reasonable apprehension of receiving a battery.

4. **Assault, Aggravated**
   
   4. Assaulting a student, school administrator, teacher, or any other school employee; assaulting any person with use of a deadly weapon.

5. **Battery, Simple**
   
   5. Causing bodily harm or making physical contact in a provoking or insulting manner to another.

6. **Battery, Aggravated**
   
   6. Battery to a student, school administrator, teacher, or any other school employee; causing great bodily harm, permanent disability, or disfigurement to another.

7. **Bullying**
   
   7. Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

   - Placing the student or students in reasonable fear of harm to the student's or students’ person or property;
   - Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
   - Substantially interfering with the student’s or students’ academic performance; or
   - Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

8. **Burglary**
   
   8. Unlawful entry into buildings and vehicles.
9. Closed Campus Violation 9. The act of leaving the school campus without authorization at any time of the school day. (High school students refer to high school handbook for further information.)

10. Continued Class Disruption 10. Conduct that disrupts the educational process.

11. Deceptive Practice 11. Fraudulently issuing a check or other document disposing of property or by which a pecuniary obligation is incurred including “closed account” checks.

12. Disorderly Conduct 12. Acts which alarm or disturb another and cause a breach of the peace or which disrupt the educational process.

13. Disrespect 13. The insulting, name-calling, dishonor, or verbal or written abuse of any member of the school staff or student body.


15. Dress Standards Violation 15. The act of dressing in a manner that violates community standards of good taste, health, safety, and cleanliness; disrupts or interrupts the educational process; indicates affiliation with any group which advocates dangerous or unlawful activity; or indicates support for drug, alcohol, or tobacco usage, including vaping devices, electronic cigarettes, or lookalikes.

16. Driving or Parking Violations 16. Failure to comply with rules or safety standards regulating the use of automobiles by students at Edwardsville High School.

17. Electronic harassment 17. Any act or communication of an electronic nature (i.e., e-mail, instant messages, electronic postings, personal web pages/profiles) which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, creed, gender, national origin, age, marital status, sexual orientation, or disability.

18. False Reports of Fire or Bomb 18. The act of initiating a false fire alarm, or bomb threat, or other catastrophe.

19. Fireworks or Explosives 19. The act of possession, use, or threat to use any fireworks, explosive, incendiary device, or other such instruments capable of inflicting bodily injury.

21. Gangs, Compelling Organization Membership
21. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang; Threatening or performing bodily harm to another or his family to solicit or cause membership in any association or organization.

22. Gambling
22. The act of gambling for money or valuables.

23. Gross Misconduct or Disobedience
23. Any act which causes, or can reasonably be expected to cause, a substantial disruption of the school environment.

24. Harassment
24. Any act or communication which is hostile to or offends, demeans, insults, intimidates, threatens, or objectifies any student or District 7 staff member on the basis of race, color, religion, gender identity, gender-related identity or expression, sex, ancestry, national origin, age, military status, unfavorable discharge from military service, actual or potential marital or parental status including pregnancy, sexual orientation, order of protection status, status of being homeless, physical or mental disability, or association with a person or group with one or more of the aforementioned actual or perceived characteristics. To include anything displaying a swastika or the confederate flag on District property.

25. Hate Offenses
25. The commission of any one or more infraction against another by reason of race, national origin, religion, gender, sexual orientation, or other such classification.

26. Hazing
26. Any intentional knowing or reckless act directed against a student or class of students for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team or other school-related functions (whether or not school sanctioned or sponsored) whose members include other students.

27. ID Badge Violation
27. Failure to comply with Student ID rules and procedures.

28. Inappropriate Displays of Affection
28. Inappropriate displays of affection are prohibited at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation. Inappropriate, prohibited displays of affection include, but are not limited to, fondling, groping or grabbing body parts, lengthy kissing, and/or any other sexual acts, including oral sex or intercourse.

29. Inciting Others to Violence
29. The encouragement of demonstrations, altercations, or protests that disrupt the normal educational process through words, acts, or deeds.
30. Indecency 30. The act of offending commonly recognized standards of appropriateness, health, or safety.

31. Insubordination 31. Refusing to follow the instructions of authorized school personnel.

32. Intimidation 32. Intending to cause another to perform or omit performance of any act by communicating certain threats of consequences.

33. Littering 33. The act of willfully littering on school property or on private property en route to and from school.

34. Loitering 34. The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school’s personnel.

35. Mob Action 35. The assembly of two or more people to do an unlawful act when said individuals are physically involved.

36. Obscenity 36. The act of using/displaying obscene behavior or profane language in verbal/written form, or in pictures, caricatures, or obscene gestures.

37. Unauthorized Use of Electronic Devices 37. The unauthorized possession and/or use of any electronic device such as cellular telecommunication devices, video game devices, cameras, laser pointers, or eavesdropping devices. This also includes the taking of photographs of students, employees or guests without his/her consent. The taking of photographs in locker rooms, restrooms, or other areas where there is a reasonable expectation of privacy is strictly prohibited.

38. Possession or Use of Weapons 38. a) The act of possessing, using, or threatening to use any weapon or “look-alike” weapon; or (b) The act of possessing, with an intent to cause bodily harm or to use in an unlawful manner, any other instrument capable of inflicting bodily harm. Weapons include guns, ammunition, knives (including pocket knives), mace or pepper mace, throwing stars, and any other weapon identified by the Illinois Statutes (735 ILCS 5/24-1).


40. Reckless Conduct 40. Causing bodily harm or endangering the safety of another by lawful or unlawful reckless acts.
41. Robbery

41. Theft from the person or presence of another by the use of force or threat of force.

42. Robbery, Armed

42. Robbery involving the use of a dangerous weapon.

43. Sexual Abuse

43. Intentional fondling or touching directly or through clothing of intimate body parts of any person.

44. Sexual Assault

44. Commonly identified as “rape” and involving force, threatening force, bodily harm or threatening bodily harm.

45. Sexual Harassment

45. Sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex. This conduct may include verbal comments about parts of the person’s body, name calling, spreading sexual rumors about a person, attempts to alter articles of clothing, pressure for sexual activity, or other advances or comments.

46. Stalking

46. Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint and following or placing the intended victim under surveillance at least twice.

47. Theft

47. Exerting and/or retaining unauthorized control over the property of another.

48. Tobacco Products

48. Possession, use, distribution, purchase, or sale of tobacco or nicotine materials, including without limitation, vaping devices, electronic cigarettes or lookalikes, or any other electronic nicotine delivery system capable of delivering nicotine, in school buildings, on school property, or on school vehicles at any time, by any person, for any reason.

49. Trespass

49. Entering or remaining upon the land or building without authority after receiving verbal, written, or posted notice. Students who are suspended or expelled are not allowed to be on the grounds of any District 7 school while the penalty is in effect.

50. Truancy & Tardiness

50. The act of unauthorized absence or lateness to school or classes for any period of time.

51. Unauthorized Sale or Distribution

51. The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property. Students selling, distributing, or attempting to distribute any unlawful drugs, lookalike drugs, prescription drugs, drug paraphernalia and/or behavior-altering substances or weapons shall be disciplined under the appropriate provisions of this handbook.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>52. Unauthorized Student Protest</td>
<td>52. The act of protesting which results in the disruption of the normal educational process.</td>
</tr>
<tr>
<td>53. Unlawful Drugs, Drug Paraphernalia and Behavior-Altering Substances</td>
<td>53. Possession, use, distribution, attempted distribution, purchase, arranging a purchase, being under the influence of, or sale of an alcoholic beverage, controlled substance, cannabis (including marijuana, hashish, cannabidiol (CBD), and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law), look-alike drug (a substance, that because of its physical characteristics would lead someone to believe the substance is a controlled substance or it is represented to be a controlled substance), drug paraphernalia, illicit drug, prescription drug, or over-the-counter medication. See District 7 Medication Policy for exceptions.</td>
</tr>
<tr>
<td>54. Vandalism, Criminal Damage to Property</td>
<td>54. Knowingly damaging property of another. Damage to property without consent.</td>
</tr>
<tr>
<td>55. Vandalism, Institutional</td>
<td>55. Criminal damage to a school or educational facility relating to issues of race, creed, color, or national origin of others where the loss is $300 or more.</td>
</tr>
<tr>
<td>56. Vaping</td>
<td>56. Possession, use, distribution, purchase, or sale of an electronic cigarette, which includes a Juul, pods, juice, and/or any item associated with an alternative nicotine/tobacco device, in school buildings, on school property, or on school vehicles at any time, by any person, for any reason.</td>
</tr>
<tr>
<td>57. Misuse of District 7's technology</td>
<td>57. Violation of District 7 Computer Use Policy and Acceptable Use Agreement</td>
</tr>
</tbody>
</table>
OTHER VIOLATIONS

1. Students may be disciplined for gross disobedience or misconduct, including but not limited to all prohibited conduct as described in this handbook. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the handbook.

2. Students must follow school rules and policies at all school events which take place during, before, and after school hours or which have a reasonable relationship to school. The student will be held accountable for negative behavior in violation of the discipline code in these instances on or off campus.

   This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. The District and/or school reserve the right to establish additional standards for acceptable behavior as needed.

3. Students, parents, and visitors to school district properties are advised that threats of violence toward District students, teachers, administrators, and employees or threats of destruction of school property will not be tolerated. This prohibition expressly includes any threats communicated via electronic means, such as e-mails, instant messages, websites, electronic postings, personal web pages, or profiles and the like. The District reserves the right to exercise its discretion to address immediately any such threats by any persons to the full extent of the civil and criminal laws, as well as under the District’s rules and regulations. Any such threats, to include statements or claims regarding the impending use of weapons, firearms, bombs, or other destructive devices on school properties, even if made in an allegedly joking manner, will be taken seriously. Threats of violence will be considered as threats to the safety of students, staff or the school, disruption to the learning environment and/or the operations of the school and will result in consequences. Student violators of this policy may be subject to expulsion and criminal prosecution.

BEHAVIORAL AND DISCIPLINARY INTERVENTIONS

To provide all necessary assurances to faculty, staff, students, and parents that District 7 has, in fact, taken reasonable precaution to ensure their safety, the administration may, when deemed necessary, require a statement from a mental health provider that the student does not pose a danger to himself/herself or others. If such a statement is not provided as requested, then District 7 will assume that a child is a danger to himself/herself or others and proceed with necessary action to seek his/her removal from school.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

BEHAVIORAL AND DISCIPLINARY INTERVENTION AND CONSEQUENCES

Behavioral and disciplinary interventions and consequences will be determined based upon a variety of factors including but not limited to, the severity of the incident, the student’s past disciplinary record, harm (physical or emotional) to others or property, prior behavioral and disciplinary interventions attempted, evidence of
planning or pre- meditation, the safety of other students, staff or members of the school community, the
disruption or interference with other student's learning opportunities or the operations of the school and
other factors deemed relevant by the school administration.

Examples of Rewards

- Verbal praise
- Certificates of merit/good news notes, etc.
- Special privileges

Each student shall begin each day with a fresh start. The discipline procedure reminds students that it is
their responsibility to help maintain a positive, productive atmosphere and provides the teacher with a fair
and consistent approach to all students.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the
greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary
discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or
encourage students to drop out voluntarily due to behavioral or academic difficulties. The Board of
Education’s behavioral and disciplinary interventions may include, but are not limited to, the following
behavioral and disciplinary interventions:

1. Warning
2. Note to parents, signed and returned the following day or phone call to parents.
3. Privileges curtailed
4. Loss of recess or free time (elementary)
5. Notifying parent(s)/guardian(s)
6. Conferences with the Student
7. Conference with the Parent/Guardian and/or Student
8. Counseling
9. Removal from the Classroom
10. Detention (Including Lunch Detention, Before School Detention and After School Detention)
11. Denial of Privileges, including Participation in Extracurricular Events and Activities
12. Return of Property or Restitution
13. Restorative Justice Measures/Conflict Resolution Activities
14. Behavior Contracts
15. After-school study or Saturday study
16. Community service
17. Seizure of contraband; confiscation and temporary retention of personal property
18. Suspension of bus riding privileges
19. In School Suspension
20. Out of School Suspension
21. Safety Exclusion
22. Referral to Law Enforcement
23. Transfer to An Alternative School

24. Expulsion

25. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Out-of-school suspensions and expulsions are only used for legitimate educational purposes. The district will make all reasonable efforts to resolve disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not use zero-tolerance discipline except as required by federal law or the Illinois School Code. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus. This includes on school buses, at bus stops, while students are traveling to or from school, at school sponsored events, activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

The Superintendent, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline. Suspensions and expulsions shall be done in accordance with guidelines outlined in the School Code of Illinois, Article 10-22.6.

**Isolated Time Out/Physical Restraint**

School officials have the right to use isolated time-outs and physical restraints as defined in the school code. Isolated time-outs and physical restraints are to be used only to maintain a safe and orderly environment for learning and preserve the safety of students and others, not as a form of punishment or a means of disciplining a student. A parent can request a copy of the district’s policy by contacting the Superintendent.

**Corporal Punishment**

Corporal punishment is banned. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. Reasonable force or physical guidance may be used to restrain students in limited circumstances that include: a) for their safety, b) if they are a threat to others, c) to prevent damage to school property, or d) if a student behavior interferes with a classroom or other scheduled program.
Procedures for In School and Out-of-School Suspension

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

If a student becomes ill or is taken out of school for any reason and fails to complete a full day of in-school suspension, that day will not count and the student will have to repeat a day in in-school suspension. When in in-school suspension, the students must comply with the rules of the program. Any failure to comply will result in one day of suspension from school. If a student has an unexcused absence in conjunction with serving an in-school suspension, then make-up work will not be permitted.

Out-of-School Suspension

The Superintendent, principals, assistant principals, deans and interim administrators are authorized to suspend any pupil guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days. A student may be suspended out of school for three days or less if the student’s continuing presence in school would pose a threat to school safety or a disruption to other students’ learning opportunities. A student may be suspended out of school for four or more days if the student’s continuing presence in school would pose a threat to the safety of other students, staff or members of the school community or substantially disrupt, impede or interfere with the operation of the school and the administration has determined that other appropriate and available behavioral and disciplinary interventions have been exhausted and that no other appropriate and available interventions existed for the student.

For a suspension of 5 or more school days, the administration shall determine what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

A student suspended out of school shall be given an opportunity to make up work missed, including homework and tests, during the period of suspension for equivalent academic credit.

A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Students assigned to an out of school suspension will not be allowed on school district property at any time during their out of school suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

A written notice of the suspension shall be sent to the parent(s)/guardian(s) and the student, which shall:

a. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension;
b. For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension;
c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; and
d. Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension.
Notice to parents shall be sent by certified mail. A copy of the notice shall be given to the Board of Education.

Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student’s parents should be notified via an attempted phone call.

Upon request of the parents or guardian, the Board or a hearing officer appointed by the Board shall review such action of the Superintendent or principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

**Procedures for Expulsion**

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

a. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   • Include the time, date, and place for the hearing
   • Briefly describe what will happen during the hearing
   • Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion
   • List the student's prior suspension(s), if applicable
   • State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   • Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney’s name and contact information.

b. The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or the designee shall invite a representative from the Dept. of Human Services to consult with the Board.

c. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student committed the act of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.

d. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide
the issue if the student committed the act of gross disobedience or misconduct and take such action as it finds appropriate. If the Board acts to expel the student, its written expulsion decision shall:

- Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
- Provide a rationale for the specific duration of the recommended expulsion.
- Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
- Document that the student’s continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

The Board of Education has the sole authority in the expulsion of students.

Re-engagement of Returning Students
The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Support Services
A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

Make-up Work Following Suspensions
School assignments missed during a disciplinary suspension from school require completion. Students will be permitted to make up all any missed work, including homework and tests, for equivalent academic credit.

Students will be granted one day of additional make-up time for each day of absence. The school principal may extend the period of makeup work for special circumstances.

Detention Procedures
Detention is a consequence for making poor choices. Parents will be notified when their child is assigned an after-school detention. Please refer to building websites for specific detention details.

When assigned a detention, a student will arrive at the detention room promptly and bring all necessary materials to the room. There will be no talking during this period, and student will not be permitted to leave the room until dismissal. Transportation arrangements should be made before the detention is served. If a student is late or absent for an assigned detention, further consequences may be assigned.

INTERVIEWING OF STUDENTS BY POLICE

1. It should be recognized by all that the police have the authority to remove a student from the school.
2. Before a student, who is under 18 years of age and is suspected of committing a criminal act, is questioned by Law Enforcement, School Resource Officer, or other school security personnel, the Superintendent, Principal or designee must confirm with Law Enforcement that notification or attempted notifications of the student’s parent or guardian were made and note the time for administrative purposes.
3. The Superintendent, Principal or designee shall ensure a school social worker, a school psychologist, a school nurse, a school guidance counselor, or mental health professional are present during the questioning if the students parent/guardian are not present for the interview.
4. This does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:
a. Prevent bodily harm or injury to the student or any other person
b. Apprehend an armed or fleeing suspect.
c. Prevent the destruction of evidence.
d. Address an emergency or other dangerous situation.

5. If a student initiates a request to talk to the police, including an accident or incident report, such request will be considered and handled in confidence.

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
   a. Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing;
   b. Make reasonable efforts to ensure the student’s parent/guardian is present during questioning, or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

**SUBSTANCE ABUSE**

Substance abuse is a serious act of misconduct which jeopardizes the health and safety of students and will not be tolerated by District 7. The Board finds that substance abuse, as described in this policy poses a threat to the safety of other students, staff or members of the school community and/or is likely to disrupt other students’ learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school. Students violating the District’s substance abuse policy will be subject to behavioral and disciplinary interventions as well as assistance by the District to seek out treatment related to alcohol or drug abuse. The District has a strong tradition of cooperation with local law enforcement agencies, so local law enforcement may be contacted if students are found to be in violation of the Edwardsville School District Substance Abuse Policy.

**Possession, Use, Purchase or Act of Being Under the Influence of Prohibited Substances**

The possession, use, purchase, or act of being under the influence of any alcoholic beverage, controlled substance, cannabis (including marijuana, hashish, cannabidiol (CBD) and medical cannabis unless the student is authorized to be administered a medical cannabis infuse product under Ashley’s Law), look-alike drug (a substance that, because of its physical characteristics, would lead someone to believe the substance is a controlled substance, or it is represented to be a controlled substance or illicit drug), drug paraphernalia, or illicit drugs poses a threat to the safety of other students, staff or members of the school community and/or is likely to disrupt other students’ learning opportunities and/or substantially disrupt, impede or interfere with the operation of the school or would lead school authorities to forecast a threat to the safety of other students, staff or members of the school community or a substantial disruption, or interference with the operation of the school and is prohibited in school buildings, on school buses, and on all other school property at all times, or at school-related events or functions. Student possession and/or use of prescription drugs or over-the-counter medication is generally prohibited and shall take place only
pursuant to the District’s medication policy provided in this handbook. Selling or purchasing prescription drugs or over-the-counter medication is prohibited in school buildings, on school buses, and all other school property at all times. This policy extends to all trips and extracurricular and co-curricular events, whether held before or after school, evenings, or weekends or on or off campus. This policy also extends to off-campus substance abuse violations. A student may be disciplined, up to and including possible expulsion, for off-campus misconduct that is reasonably related to school or school activities.

Students violating this policy will be disciplined on a case-by-case basis.

In the event a student is administered an out of school suspension or recommended for expulsion for a violation of this policy, in lieu of serving all days of an assigned out of school suspension and/or a recommendation for expulsion, the student and parent/guardian may be offered an assessment/treatment alternative. This option shall be available only one time during a student’s middle school career and one time during a student’s high school career and is available only at the administration’s discretion. Parents will meet with the school principal, who will explain this alternative. If the parents accept the assessment/treatment alternative, they will sign a release of information form for Chestnut Health Systems or, if they wish, parents may choose another provider and make the arrangements themselves. If another provider is selected, the provider must first be approved by the building principal. After the release of information is signed, the principal will contact the service provider's counselor with the student's name and date by which the appointment must be made. Parents must make contact within five days of the date of the student's misconduct and set up an appointment with the selected service provider. Parents are strongly encouraged to participate in the parent educational portion of the treatment program. Upon confirmation of the appointment, if a recommendation for expulsion has been made, it will be conditionally withdrawn.

After the appointment is made, the service provider will contact the principal to notify the principal of the initial assessment date. After the student's assessment is complete, the service provider will verify that the student was assessed and inform the principal of the expected length of treatment. If the treatment is long-term, the service provider will contact the principal minimally every two months to provide an update on the student’s progress. Should the student terminate treatment prematurely or miss more than two appointments, the principal will be notified. A recommendation for expulsion or additional days of out of school suspension may be renewed should the student not complete the recommended treatment. When treatment is completed, the service provider will send the principal a final report verifying that treatment has been completed and any other appropriate information. Failure to complete the prescribed program will result in the institution of the original consequence.

Two violations of this substance abuse policy during a student’s high school career or middle school career may result in additional disciplinary consequences, which may include a recommendation for expulsion with no opportunity for the assessment/treatment alternative consequence. Discipline will be imposed on a case-by-case basis.

**Sale or Distribution of Prohibited Substances**

The sale or distribution of any alcoholic beverage, controlled substance, lookalike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property poses a threat to the safety of other students, staff or members of the school community and/or will substantially disrupt, impede or interfere with the operation of the school and may result in a significant disciplinary consequence, which may include recommendation for expulsion with no opportunity for alternative discipline. Discipline will imposed on a case-by-case basis.

**Alcohol and/or Drug Testing**

When school staff suspects that a student may be under the influence of alcohol and/or drugs, the student will be escorted to the school nurse where a school administrator and school nurse will assess the student to determine whether there are reasonable grounds for suspecting the student is under the influence of alcohol and/or drugs. If a school nurse is not available or not on duty, the school administrator will make
this assessment. If reasonable grounds exist to suspect the student may be under the influence of alcohol or drugs, the student will be asked to submit to an oral fluids test and/or breath scan test.

If it is determined that the student shall submit to an oral fluids test and/or breath scan test, the student will be provided a copy of this policy and the test(s) will be administered by the school nurse or other trained staff member in a private location outside the view of others. Students who refuse to submit to an oral fluids test and/or breath scan test will be deemed insubordinate and in violation of the District’s student conduct rules. Refusal to submit to such tests may also be deemed an admission by the student that the student is guilty of violating this policy.

If the test(s) is positive, the student’s parents/guardians will be promptly contacted regarding the test(s) results and to provide medical services as necessary and appropriate.

Parents/guardians wishing to contest the results of a drug test may independently, and at their own expense, have their student re-tested at the Treatment Alternatives for Safe Communities (TASC) office located in Edwardsville; provided, however, that the student report to the TASC office and the retest be conducted within thirty minutes of the student leaving the school building. The Superintendent will develop administrative procedures to implement this provision.

Drug/alcohol test results shall be preserved in accordance with administrative procedures, which shall be developed by the Superintendent.

**NO SMOKING POLICY**

The possession, use, distribution, purchase, or sale of tobacco, cannabis (including marijuana, hashish and cannabidiol (CBD), or nicotine materials, including without limitation, any device that simulates tobacco or nicotine use (e.g., an electronic cigarette, vaporizer, or any other electronic nicotine delivery system or any device capable of delivering nicotine) IS STRICTLY PROHIBITED in school buildings, on school property, and in school vehicles at any time, by any person, for any reason, unless such possession or use of medical cannabis is authorized under Ashley’s Law and board policy. The Board of Education considers the use, possession, distribution, purchase or sale of tobacco or nicotine materials to be a threat to student, staff and school safety.

Discipline for violation of the No Smoking Policy shall be administered on a case-by-case basis.

**WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The ban on the carrying or use of any type of weapon or look-alike weapon should be carefully noted by both students and parents. Weapons include, but are not limited to, firearms, ammunition, any type of knife (including pocket knives), mace, pepper mace.

Students should clearly understand that such things as a pocket knife may NOT be carried to school, even if there is not intent to use it in a harmful manner.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination
may be modified by the Board on a case-by-case basis. Evidence obtained will be confiscated and turned over to the Superintendent and may be delivered to local authorities for possible prosecution, in all criminal cases. The student’s parents will be notified.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

In addition to school penalties, carrying or possessing certain weapons while in a building or on the grounds of any school is a Class 4 felony. A Class 4 felony carries a minimum penalty of one year in a penitentiary.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons will be reported to police. Further, it shall be the policy of the Board of Education to recover damages from the parents or guardians of any minor or from any person who has initiated or taken part in such acts.

**GANG & GANG ACTIVITY PROHIBITED**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person. Discipline for violating this section will be determined on a case-by-case basis.

**TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Teen dating violence occurs whenever a student who is 11 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship or uses or threatens to use sexual violence in the dating relationship. Parents, staff, or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District’s Harassment Complaint Procedure.

**BUS CONDUCT**

All students who live more than one and one-half miles from the school they attend are eligible for bus transportation and for those students who live on the designated hazardous routes. Bus transportation is available only between the school and the child’s designated bus stop.

Only in special, pre-approved situations may a student ride a bus other than his/her assigned bus or leave the bus at any stop other than the assigned one. In emergency situations, the bus company must be notified by the parent/guardian or school administrator of any change in a student’s regular bus assignment.

Students are expected to exhibit the same good behavior on the school bus as they do in the classroom. The discipline guidelines explained on pages 19-32 are also enforced: 1) on the school bus, 2) at bus stops, 3) en route to athletic/ extracurricular activities, 4) on field trips, and 5) on bus routes between the student’s home and the school. Proper bus conduct is very important as it may save your child’s life. Any bus disruption that creates an unsafe situation, abuse to others, or a distraction to the bus driver, will be reported to the principal by the bus driver. Students will be asked to report to the principal’s office.

There are some situations unique to the school bus. Some examples of those are listed below:

1. Students should arrive promptly at their designated bus stop.
2. Students should stand away from the road while waiting for the bus.
3. Caution should be observed when approaching the bus. Students must wait for the bus to come to a

---

---
complete stop.
4. Each student shall be seated immediately upon entering the bus. Students are not to stand or move from place to place while the bus is in motion.
5. Students should be alert to a danger signal from the driver.
6. In the event of an emergency, students should remain in the bus and wait for instructions from the driver.
7. Hands and head must be kept inside the bus. (Students should not use an open window to invite outside students over to the side of the bus.) Litter and other objects should not be thrown inside the bus or out bus windows.
8. Indecent conduct and/or loud, disruptive, or profane language will not be permitted.
9. Absolute quiet must be maintained when approaching a railroad crossing.
10. Vandalism is strictly prohibited. Any costs to repair damage to the bus must be paid by those responsible before transportation can be resumed.
11. Students should not touch or tamper with bus equipment.
12. Students should help keep the bus clean and safe at all times. The consumption of food or beverages is not permitted on the bus.
13. No live animals, including insects or reptiles, are permitted on the bus.
14. Books, coats, and instruments should be kept out of the aisles.
15. No article may be left on the bus.
16. Courtesy and consideration must be shown to the bus driver and other students on the bus.
17. Older students should help provide for the comfort and safety of younger children on the bus.
18. The driver can only stop at assigned stops.
19. Safety procedures should be carefully observed when unloading the bus. If crossing the roadway, students proceed to a point at least ten feet in front of the bus where traffic can clearly be seen from both directions and wait for a signal from the driver.
20. No tobacco products, including vaping devices, electronic cigarettes or other electronic delivery systems capable of delivering nicotine, controlled substances, or lookalikes are allowed on the bus.
21. Students may not use cellular telephones, pagers, text messaging devices and other digital devices (i.e., PDAs) while on the school bus.
22. Students in grades K-2 are required to have an adult present at the bus drop-off location.

We expect students to follow the direction of the bus driver as they would the teacher. Drivers may address student misbehavior through a conversation with the student, a change in seating assignment, or the driver may refer the matter to the building principal via a conduct notice. Procedures follow:

1. A conduct notice will be issued electronically by the bus company to the building Principal.
2. The principal or his/her designee will take the appropriate disciplinary action as described in this handbook in Section IV. In addition, students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal on a case-by-case basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

If after an investigation, a student is found to be at fault, the following disciplinary actions may occur:
- Verbal reprimand
- Parents may be notified
- Parents may be asked to attend a conference
- Detention may be assigned
- Bus suspension may occur
Each building is subject to their own consequence as they see fit.

The above list is not exhaustive. Discipline will be administered on a case-by-case basis. First Student is the District’s school bus provider. Any questions regarding routes, and/or pick-up and drop-off times should be referred to First Student at 656-0125.

A parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer’s report and take such action as it finds appropriate. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The suspended student will have 1 day for each day of bus suspension to complete the makeup work. It is the responsibility of the student’s parent/legal guardian to notify the District that the student does not have alternative transportation to school.

**Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

**Bicycles**

Students may ride bicycles to school. The following procedures must be adhered to by all bicycle riders.

1. Walk bike on and off school grounds.
2. Do not walk or ride bicycle in front of building before or after school while buses are loading and unloading.
3. Bicycles are to be parked and locked up in provided bike racks. No one should be near the bicycles from 8:30 a.m. to 3:30 p.m.

Children who walk or ride their bicycles to school must also observe safety rules and follow the directions of crossing guards. They should remember basic rules of courtesy and refrain from littering or walking on the lawns of the nearby residents. Students are expected to observe school rules and maintain safe and appropriate behavior on their way to and from school. When dropping off children at school, PLEASE check with each building for proper drop-off and pick-up places.

**OVERVIEW OF THE CURRICULUM**

District 7 offers a comprehensive curriculum designed to meet the needs of the individual student. The curriculum is a result of a research-based study by K-12 committees of teachers, parents, and administrators into the best practices in instruction of the particular content area. The comprehensive core curriculum includes instruction in language arts, math, social science, and science.

In addition to the basic academic subjects, elementary schools also offer specialist classes in art, vocal music, Spanish, and physical education, as well as instrumental music and orchestra at the intermediate level. A regular program of gifted experiences is available for qualified students. Although each school has its unique features and special interests, the elementary curriculum is identical in all ten schools.

Advanced classes are available at the middle schools and high school. Students at Edwardsville High School may select from 15 Advanced Placement courses. Qualifying high school students may also participate in a series of work experience situations under teacher supervision.
In fall 2003, the historic N.O. Nelson Campus opened as a branch of Lewis & Clark Community College (LCCC).

One building serves Edwardsville High School students during the day, and LCCC students in the late afternoon and evening, allowing nearly 600 Edwardsville High School students to attend class in either the morning or afternoon session.

Fine arts also play an important role in the curriculum. The District’s music program has won a number of prestigious awards for its band, orchestra, and choir. The drama program is frequently recognized at the all-state level with our students participating in the state drama productions.

A highly varied program of extracurricular activities also exists, particularly at the middle schools and high school. Our sports teams have done exceptionally well in recent years, with state-level appearances by many of the high school athletic teams.

**GENERAL ASSESSMENTS USED FOR ALL STUDENTS**

General assessments and achievement testing are utilized throughout the District to monitor academic growth and achievement and to inform instruction. District 7 is required to administer the Illinois Assessment of Readiness (IAR) in grades 3-8, the PSAT 8/9 in grade 9, the PSAT 10 in grade 10, and the SAT to all 11th grade students. District 7 is required to administer the Illinois Science Assessment in grades 5, 8 and 11.

District 7 will also administer the Dynamic Learning Maps Assessment for students with Intellectual Disabilities in grades 3-8 and 11. Physical fitness assessments will be administered for grades 3-12.

**Why Homework is Assigned**

In District 7, we believe that homework is an integral part of the learning process. Homework fosters skill building through repetition, allows the teacher to assess student development on a regular basis, and teaches children to learn independently.

Parents should expect that their children will be assigned homework throughout the course of their education in District 7. The amount of homework tends to increase as the child becomes older. Parents should check with their children on a daily basis to make sure that homework is brought home and completed in a timely manner. If a child rarely brings homework home, parents should immediately check with the teacher.

Specifics regarding homework can be obtained by contacting their child’s teacher.

- It reinforces skills and material learned in class.
- It prepares students for upcoming class topics.
- It teaches students to work independently.
- It aids in evaluating student progress.
- It teaches students to assume responsibility for their own work.
- It teaches students organizational and time-management skills.
- It informs parents of what’s being taught.

**Homework Procedure (Elementary)**

1. Students will be assigned weekly homework to be completed outside of the regular classroom.
2. Required homework shall be submitted to the classroom teacher on the assigned date.
3. Please refer to your teacher’s policy for consequences for not completing homework.

District 7 Grading Practices Regarding Submission of Late Work: Each teacher is responsible for developing grading guidelines that are communicated to parents and students via their school handbook, course syllabi, or information that is sent home at the beginning of each year. This information would include the submission of late assignments for credit. Individual teachers may provide exceptions to their practices based on individual circumstances as they occur.

District 7 has several grading practices that are implemented district-wide:

a. Students who have an excused absence receive one day per each day of excused absence to turn in late work (e.g., a two-day excused absence allows the students two additional days to submit late assignments).
b. Students who are suspended out-of-school will be allowed to make up missed assignments for equivalent academic credit provided that the work is completed and turned in to the teacher in a timely manner.

**Grading Scale (Grades 3-5)**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>59-below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Schoology**

District 7 utilizes Schoology, a Learning Management System.

Schoology is an online learning management system that allows teachers to create, organize class content, and share content and resources. When students log-in to Schoology, they have access to all of their courses. Each student's digital content and resources are specific to their needs – their courses, their groups, their calendar of due dates, homework assignments, etc.

Schoology is cloud-based and completely online. There’s no software to install, no extra equipment, and no maintenance required. Students can access their curricular content while in school, at home, or anywhere else that they have Internet connectivity. A personally owned device is not required to utilize Schoology.

**Students’ Homework Responsibilities**

Students will be expected to do their best work on homework assignments. All assignments will be turned in on time.

**Parents’ and Teachers’ Homework Responsibilities**

Parents and teachers are the key to making homework a positive experience for the children. By making homework a priority, providing praise and support, and by keeping in touch, we will be able to avoid any potential problems.

**Periodic Progress Updates**

A periodic progress report will be made available during the school year. Please review the report carefully and discuss with your child his/her academic achievement. Please sign the progress report or report card and have your child return it to the teacher within two days. You are encouraged to contact the school for an appointment anytime you would like to discuss your child’s progress.

**TigerView (grades 3-12)**

You may access your child's grades via the TigerView website: TigerView.ecusd7.org. You are encouraged to contact the school for an appointment any time you would like to discuss your child’s progress.

**Parent Conferences**

Parents are encouraged to call and arrange a conference time to discuss student achievement, behavior, or other areas of concern. Conferences shall be scheduled when the teacher is relieved of classroom responsibilities. This allows teachers to give parents their full attention. Teachers shall not leave their students unattended to hold conferences. Parents will receive communication regarding the online sign-up procedures for Parent Conferences.

**Parent Orientation (Subject to change based on ISBE and IDPH Guidelines related to Covid-19)**

Parent Orientation will be held the beginning of the school year. This is an opportunity to meet your child’s teacher and learn about expectations for the school year. Kindergarten orientation is a means to acquaint the child with the classroom and teachers. A notification letter will be sent to parents/guardians with information about the dates and times.
REQUESTS FOR TEACHERS
District 7 staff strives to meet the needs of each child. Children are placed in a particular classroom based on a number of educational factors designed to keep classes balanced. For these reasons, we do not accept requests for a specific teacher. Any parent who may have a serious educational concern that could be affected by his/her child’s placement should contact the principal before registration.

QUESTIONS REGARDING A CHILD’S EDUCATION & SCHOOL-RELATED ACTIVITIES
If parents have a question or concern about their child’s progress in school or school-related activities, the FIRST person to see is the TEACHER/SPONSOR/COACH. They are always the best source of information regarding a child, for they work with him/her on a daily basis and share parents’ concerns. One of the most valuable things parents can do for their child’s education is to keep in close contact with his/her teachers/sponsors/coaches.

If parents have further concerns or questions of a more general nature, then they should call the school principal. In District 7, building principals are looked upon as instructional leaders. They are extremely knowledgeable about their students and staff and are an excellent source for assistance.

The next step is the central office (Hadley House). There are seven offices in Hadley House: Business, Food Service, IS&S, Personnel, Curriculum & Instruction, Student Services & Special Education, and the Superintendent’s Office. Any of the administrators in these offices can assist parents with their questions. For specific questions, parents may call the following:

- Bus Routes & Information: 655-6019
- Food Service (free/reduced program): 656-1586
- Student Services & Special Education: 655-6016
- Curriculum Office: 655-6021

Interested parties who have a general question about the District may call Hadley House at 656-1182.

In accordance with ESEA Section 1111(b)(6) PARENTS RIGHT TO KNOW, the Edwardsville School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child’s teacher or paraprofessional.

This information regarding the professional qualifications of your child’s teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District office.

Homebound Instruction
This service is available to those students who will be absent from school for at least two consecutive weeks or for at least two consecutive days periodically throughout the school year totaling at least 10 days or more due to a medical condition. The purpose of homebound and hospital instructional service is to provide for the continued education of eligible students who are confined to their homes or to a hospital because of temporary or permanent medical conditions. If your doctor feels your child will be out for this length of time and is willing to sign the appropriate papers, contact the Nurse, the Attendance Office, or your child’s assigned administrator for details about this program.
SPECIAL EDUCATION

1. PUBLIC NOTICE REGARDING THE AVAILABILITY OF SPECIAL EDUCATION SERVICES

Edwardsville Community Unit School District 7 offers a variety of special services. An extensive special education program exists for children who are eligible for special education and related services pursuant to the criteria established in the Individuals with Disabilities Education Act (IDEA), Article 14 of The School Code and their respective implementing regulations.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The Edwardsville School District provides a free appropriate public education and necessary related services to all children with disabilities residing within District, required under the Individuals with Disabilities Education Act (“IDEA”) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children and disabilities means children between 3 and 21 for whom it is determined that special education services as needed. For additional information on the referral process or parents’ rights refer to the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or contact District administration.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents who believe that their child may require special services can request that the child receive a full case study evaluation. This request may be made to the school principal or Adam Garrett, Assistant Superintendent of Personnel & Student Services at 656-1182. If it is determined that a case study evaluation is needed to determine eligibility for special education services, parent(s) will be required to consent to such a case study evaluation being conducted and have the right to a report of the evaluation information and attend any meetings to determine eligibility for services. If a student is placed in a special education program or is to receive special education services, an Individualized Education Program will be completed before this placement or service shall begin.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 even though they do not require services pursuant to the IDEA. Pursuant to Public Act 100-1112 students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child

(i) has a physical or mental impairment that substantially limits one or more major life activities,
(ii) has a record of a physical or mental impairment, or
(iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The rights of parents and students are protected through due process procedures. Contact Adam Garrett,
Assistant Superintendent of Personnel & Student Services at 656-1182, to obtain additional information concerning special education services and a copy of the rules and regulations to govern the administration and operation of special education.

2. SPECIAL EDUCATION COMPLAINT RESOLUTION PROCEDURE FOR INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Complaints alleging violations of rights accorded parents and eligible special education students shall be referred to the Assistant Superintendent of Personnel & Student Services. The Assistant Superintendent will work with the parents and building principal to resolve the issues and concerns. If the issues cannot be resolved, the parent has the right to request mediation and or pursue a due process hearing. Please refer to the procedural safeguards provided to parents. For further questions, contact the Assistant Superintendent of Personnel & Student Services at 655-6016.

3. ACCESSIBILITY

Reasonable accommodations will be made for students deemed disabled in accordance with Section 504 of the Rehabilitation Act or the Americans with Disabilities Act. Parent(s) should immediately notify the Assistant Superintendent of Personnel & Student Services at 655-6016 if he/she/they have reason to believe a reasonable accommodation is necessary for his/her/their child. A reasonable accommodation may require that the student be transferred to another building within the District to meet the child’s needs.

Edwardsville School District will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations or who have questions about access should contact the building principal.

4. CONFERENCES/OTHER SPECIAL NEEDS

Should anyone require special hearing assistance devices or an interpreter (TTD, TTY, etc.) for parent conferences and school-wide/district-wide meetings as they relate to their child’s education, he/she should call the Assistant Superintendent of Personnel & Student Services at 655-6016 at least three (3) working days in advance of the date of the meeting or event. Similarly, if anyone desires to receive information that is distributed by the school district in Braille, large print, or on audiotape, he/she should also notify the Assistant Superintendent of Personnel & Student Services of such needs at the aforementioned number.

5. PROCEDURES FOR COMPLAINTS

In the event that anyone has a complaint in regard to the school district handling of any American Disabilities Act related matter, such complaint must be filed, in writing, with a District Complaint Manager in accordance with Board Policy 2:260. The Complaint Manager shall file a written report with the Superintendent within thirty (30) school business days. The Superintendent shall issue a written decision to said complaint within five (5) school business days. In the event the complainant wishes to appeal the Superintendent’s decision, or no response is received within the time set forth, said complainant may appeal the decision to the Board of Education. The Board will affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information within thirty (30) school business days.

6. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

All discipline procedures for special education students shall be in compliance with the Individuals with Disabilities Education Act and its implementing regulations and the Illinois State Board of Education’s Special Education rules. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.
7. BEHAVIOR INTERVENTION GUIDELINES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education of Edwardsville Community Unit School District No. 7 has adopted policies and procedures relating to behavior interventions for students who are eligible for special education services. A copy of the District’s policy and procedures can be obtained by contacting the Assistant Superintendent of Personnel & Student Services at 655-6016.

8. MEDICAID FUNDING

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. For students who receive special education services, therapy and diagnostic services provided to the student may be partially reimbursable. The reimbursement supports vital special education services.

The reimbursement process requires the school district to provide Medicaid with your child’s name, date of birth and Medicaid number. This hereby serves as the District’s annual notification to release student data to Medicaid.

If you object to the release of information to Medicaid, you may state your objection in writing and forward it to your child’s building principal. If you have questions regarding Medicaid and school based health services, please contact the Assistant Superintendent of Personnel & Student Services at 655-6016.

9. REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the building principal.

10. SEX EQUITY

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board’s resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

11. NOTICE OF NON-DISCRIMINATION

Notice is hereby given that Edwardsville Community Unit School District 7 provides equal educational and extracurricular opportunities to all students and does not discriminate on the basis of race, color, nationality, religion, sex, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy in admission or access to its programs and activities. Any person having inquiries concerning Edwardsville Community Unit School District 7’s compliance with regulations implementing either the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act should refer to page 48 of this Handbook.

12. RECORDING OF IEP AND SECTION 504 MEETINGS

The District has a policy prohibiting the use of audio, visual, and other recording devices at IEP and Section 504 meetings. Exceptions to this prohibition may be made when a parent/guardian, student, or employee is a qualified person with a disability under Section 504 or has a language barrier that prevents his or her access to or meaningful participation at such meetings and recording of such meeting is selected as a
reasonable accommodation to ensure equal access and participation at the meetings. A parent/guardian wishing to request an exception should consult Board Policy 6.120.1. The request to record a meeting shall be submitted with supporting reasons/documentation at least three (3) business days prior to a meeting.

EDWARDSVILLE SCHOOL DISTRICT

Public Notice

AMERICANS WITH DISABILITIES ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973

The Americans with Disabilities Act of 1990 ("ADA") protects individuals with disabilities. The ADA requires equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

TITLE II - SCHOOL DISTRICT SERVICES

Under Subtitle A, Title II of the ADA, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of school district services, programs or activities, or be subjected to discrimination by the school district. School district services, programs and activities, when viewed as a whole, are required to be accessible to qualified persons with disabilities, and communications with persons with disabilities are to be as effective as communications with others.

The school district is required to reasonably accommodate persons with disabilities where necessary to comply with these requirements. Retaliation for exercising rights under the ADA, making a complaint, or participating in an ADA investigation is prohibited. Persons may not be discriminated against because of a relationship or association with a person with a disability.

The school district has conducted a transition plan for compliance with the ADA and will allow interested persons to participate by submitting comments. The transition plan is a public document. A copy of this Public Notice is available upon request in Braille, large print, or on audiocassette.

SECTION 504

Pursuant to Board of Education Policy (Section 507) this school district does not discriminate against students on the basis of disability as defined under regulations implementing Section 504 of the Rehabilitation Act of 1977 (hereinafter “Section 504”) as regards to, or the use of, the district’s programs, services, and activities.

A copy of the school district’s policy regarding Section 504 services and the District’s ADA transition plan can be obtained by contacting the Assistant Superintendent of Personnel & Student Services 655-6016 at the Edwardsville School District Administrative Offices (Designated ADA/Section 504 Coordinator).

PLAYGROUND

1. Follow safety rules at all times.
2. Line up immediately and quietly after recess to enter building.
3. On cold days, students will be expected to wear coats and keep them on during the recess period.

Playground Safety Rules

A safety assembly will be conducted at the beginning of the school year. The purpose of the assembly is to review and orient students to safety procedures.

1. Get along with your fellow students.
2. Be courteous, friendly, and demonstrate good sportsmanship.
3. Walk from the building to the playground.
4. Ropes should be used for jump rope only. Ropes should not be tied to another student or to any object.
5. No wrestling - wrestling could be confused for fighting, or it may lead to a fight.
6. No fighting - if a disagreement seems to be getting out of hand, seek the help of an adult.
7. Know the boundaries of the playground. Avoid the following places:
   - The front and back of the building
   - Muddy areas declared “off-limits” due to conditions
   - Areas as specified by building Principal
8. Unnecessary roughness in any game may result in the loss of the right to play the game.
9. Swings:
   - Do not twist swings.
   - Do not have more than one person in a swing.
   - Swing all swings in the same directions.
   - Do not fight, kick, grab with arms or legs, or swing the person in the next swing.
   - Do not walk or run through the swing area.
10. Slides:
   - Slide feet first, in sitting position only.
   - Do not interfere with persons sliding.
   - Do not climb up the sliding board.
11. General Apparatus:
   - No “rough house” playing.
   - There should be no tag games of any kind.
   - Do not sit or stand on railings of chinning bars.
   - No “cherry drops” from bars.
   - No “chicken fights” on bars.
   - Do not have objects (pencils, pens, combs, etc.) in pockets.
12. No throwing of objects such as mulch or rocks.
13. Ask an adult to raise or lower the basketball hoops.
14. No hanging from the basketball rims.
15. No games of “chase.”
16. No games of tackle football.

**Recess during Inclement Weather**
Several factors are considered prior to permitting the students to go outside during winter months. This includes the temperature (below 15 degrees, including “wind chill factor”), the condition of the playground, the length of time the children will be outside and finally each student’s clothing and footwear. All students shall participate in regularly scheduled recesses unless excused by a physician or removed as a disciplinary consequence.

**LUNCH PROGRAM**
The District will continue to provide a complete, nutritious lunch and breakfast program in all schools. Students in the elementary schools have a choice of entrees at lunch; middle school and high school students have a variety of choices, including snack bars and salads. Prices for 2020-2021 are as follows:

<table>
<thead>
<tr>
<th></th>
<th>BREAKFAST:</th>
<th>LUNCH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>$ 1.25</td>
<td>Elementary $ 2.90</td>
</tr>
<tr>
<td>Middle School</td>
<td>1.25</td>
<td>Middle School 2.90</td>
</tr>
<tr>
<td>High School</td>
<td>1.25</td>
<td>High School 2.90</td>
</tr>
</tbody>
</table>

Snack and a la carte items are available for purchase at an additional cost. Students who bring their lunches from home may purchase milk.

The Food Service Department utilizes *MySchoolBucks*, a service that allows parents to prepay for their child’s school breakfast, lunch, and a la carte food items using their credit or debit card. You may access the service

A free and reduced lunch program is offered for eligible students as per federal guidelines. Applications are sent home at registration time or on the first day of school. Parents are welcome to join their children at breakfast or lunch. Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the students has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**Waiver of Student Fees Eligibility Criteria**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Students whose parents are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To maintain the quality of our educational programs, Edwardsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

Students shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free and reduced meals program.

Building principal or Assistant Superintendent of Business Operations will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

**Cafeteria and Lunch Procedures**

1. Be respectful of cafeteria/recess monitors.
2. Keep the eating area clean of debris, food, and liquids.
3. Make sure the area is clean for the next person.
4. Raise your hand and wait to be recognized.
5. Keep noise level at a minimum. If the teacher or monitor can clearly hear the student’s voice above other students at the table, the student is too loud.
6. Students may not carry food out of the cafeteria.
7. Students may not go back to the classroom without permission.
8. On cold days, students will be expected to take their coats with them to the cafeteria.
9. Good table manners are expected.
10. Throw all trash in the trash containers.

**Physical Education and Recess Excusals**

Physical education and recess are an important part of your child’s school day. If your child is unable to participate in P.E. or recess, please contact our school nurse.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student who is unable to get an immediate appointment to see a physician may be granted a medical excuse
of no more than two days per semester by her/his administrator or school nurse. The parent/guardian must write a note stating the nature of the injury/illness to request this excuse.

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student’s doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Parents are cautioned that medical excuses will not be granted for normal or periodic discomfort such as sore muscles, headaches, runny noses, or menstrual cramps, except with a physician’s statement or in severe cases. Any injury or illness which prohibits moderate exercise should always be evaluated by a physician.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student’s participation ceases; and
2. The student’s class schedule.

**STUDENT DRESS CODE**

Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness. Dress should not disrupt the educational process or indicate affiliation with any group which advocates dangerous or unlawful activities. Following are some guidelines:

- Expensive items should not be brought to school.
- All clothing must be appropriate for school.
- Wear appropriate shoes for the playground.

The following guidelines describe some types of dress that are NOT ACCEPTABLE in the school setting:

1. Dress indicating affiliation with any group that advocates dangerous or unlawful activity is not acceptable and will not be tolerated.
2. Hats, headgear, caps, hoods, and outerwear such as coats and jackets may not be worn in the building during the school day and must be stored in the student’s locker or book bag.
3. Clothes displaying vulgar or suggestive writing, pictures, or images are not acceptable.
4. Clothes displaying alcohol or drug-related images, words, phrases, or logos are not acceptable.
5. Clothes that expose a student’s undergarments by being excessively loose and sagging, sheer, small, or having holes in them are not acceptable.
6. Clothes that expose the back, sides, or midriff of a student are not appropriate for the school setting and are not acceptable. This includes spaghetti straps and/or tank tops that expose the back, side, or midriff of a student.
7. The use of unusual makeup, such as face-painting, creates disruption and distraction in the building and is not acceptable.
8. The wearing of dog collars, chains, or wallet chains is not acceptable. Teachers and administrators will screen dress that is inappropriate for the school environment. Students in violation of the dress code may be sent home to change clothes. Repeat violations by a student may result in additional disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school.

Food at Holiday Parties and Birthday Celebrations (Subject to change based on ISBE and IDPH Guidelines related to Covid-19) In order to safely include all students, District 7 will not allow any food items to be brought in for birthday and holiday parties in the classrooms. District 7 wants every child to be safe at school including our children with severe food allergies. In District 7, we have a number of students with life-threatening health conditions that prevent them from being able to participate in celebrations that involve certain food items.

In District 7, we work hard to ensure that our students’ minds and bodies are ready for learning each day. In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom; we also work to encourage healthy eating and physical activity. By helping our children start healthy habits early in life, we can reduce our children’s health risks and increase their chances for longer, more productive lives.

As educators, caregivers and loved ones, we all want the best for our children. Thank you for joining us in giving students healthy and safe opportunities to celebrate.

Party Invitations
To minimize the disruption to the school day, students may not distribute party invitations during instructional time. In addition, school staff will not be responsible for this distribution.

Field Trips (Subject to change based on ISBE and IDPH Guidelines related to Covid-19) A permission slip will be sent home by the teacher to be signed by the parent or guardian and returned. Students will not be released to parents or anyone else unless arrangements have been made with the teacher and principal prior to the field trip. Parent volunteers must commit to staying with the class for the duration of the field trip and to traveling on the bus with the class, unless otherwise indicated. Siblings are not allowed on field trips.

Motivational Programs
Throughout the school year, students will be rewarded for positive behaviors and for demonstrating respect for school rules and policies.

MEDICATION POLICY
Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for Medication to be Administered at School form. A student may possess medication prescribed for asthma for immediate use at the student’s discretion, provided the student’s parent/guardian has authorized the student to carry and self-administer the medication and has completed and signed the form entitled Request for Medication to be Administered at School. If authorized by the student’s physician and the student’s parent/guardian and physician have completed the form entitled Request for Medication to be Administered at School, a student may carry and self-administer an epinephrine injector. If authorized by the student’s physician and the student’s parent/guardian and physician have completed the form entitled Request for Medication to be Administered at School, a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan.

Please see the building principal or nurse regarding the District’s medication policy and to obtain required forms.
The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a qualifying plan, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The Student INFORMATION FORM is the only source for school personnel to know whom to contact in the event of a serious injury or illness, and exactly how to contact these persons. It is imperative that the information on this form be kept current at all times.

Students with Diabetes
A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student’s parent or guardian to share information regarding the student’s diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student’s health care provider’s instructions concerning the student’s diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies
The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student’s health care provider which identifies the allergy upon diagnosis and annually thereafter. If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen injector has been prescribed, the parent/guardian will be responsible for notifying the school nurse/principal and providing the necessary emergency documentation and medication.

Administration of Medical Cannabis
The Compassionate Use of Medical Cannabis program Act allows medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. Their parent/guardian, or designee, registered as a designated caregiver to administer medical cannabis to the student. Both the student and the designated caregiver must possess valid registry identification cards issued by the Illinois Department of Public Health (IDPH), copies of such to be provided to the District. After administering the product to the student, the designated caregiver will immediately remove it from school premises.
2. A properly trained school nurse or administrator
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The student’s parent/guardian must complete a School Medication Authorization Form – Medical Cannabis. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the
educational environment or cause exposure of the product to other students.

**ELECTRONIC DEVICE USE**

The unauthorized use of any electronic telecommunication device, including but not limited to cell phones and similar devices, during the school day is prohibited. If a student possesses such an electronic device on school property, such device shall be properly stored by the student and shall not otherwise be displayed. In addition, such device shall not be turned on during the school day, unless needed for an emergency. Electronic telecommunication devices may be used at the conclusion of any after-school activities so long as the student is not being transported by a district vehicle and/or the use of the device does not interfere with any after-school activities or otherwise be used for illegal purposes. Any student that violates this policy may be disciplined by an administrator, including confiscation of the device for the remainder of the year.

**USE OF TECHNOLOGY**

The District Technology System was established to comprise part of the school curriculum and is intended to function in support of that curriculum and of students’ mastery of the curriculum. Although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene, indecent or inconsistent with the District’s educational mission. The use of all elements of the District Technology System, including the Internet, shall be consistent with the District’s educational mission and the curriculum. The effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and legal use of its resources. The District has adopted and enforced guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System. Any student whose personal web site, blog or other form of digital presence or other activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment may be subject to discipline, without regard to whether that activity or disruption involved use of the District Technology System. Use of the System is a privilege and not a right. The District is not responsible for any information that is lost, damaged, or unavailable when using the network or any of the district’s computers.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.
SAFETY PLANS

The District has developed a Suicide Risk Assessment Procedures & Intervention Policy to address and prevent depression, self-harm or suicide. A copy of these procedures is available upon request at the District office.

THREAT OF VIOLENCE

Purpose

Edwardsville School District is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the Edwardsville School District Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat or engaged in activity that is physically harmful to the student or another person. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect, and need not be communicated to the intended victim(s). If a student engages in activity that is physically harmful to the student or another person, it may be considered as threatening to the safety or students, staff, or the school or disruptive to the learning environment and/or operations of the school.

Threat Assessment Team

- Psychologist/Social Worker/and or Counselor – interviews the student, conducts the risk assessment, and helps to evaluate the threat; Assistant Principal – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; School Resource Officer – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure

1) The School Administrator is informed of the threat; 2) The local law enforcement agency is notified; 3) The threat assessment team conducts an investigation/interview; 4) The school social worker or counselor conducts a threat assessment; 5) The threat assessment team determines the risk level of the threat; 6) Discipline is assigned by the Administrator; 7) The student is monitored; 8) A referral may be made to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents of all students involved are contacted; 10) Resources may be provided to student and parents; 11) Student released to parent/parent designee; 12) The parents, student, and threat assessment team may develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

In a situation in which a student expresses suicidal thoughts and/or expressing thoughts of threats to others, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

Discipline

When considering the appropriate discipline for a student who has made a threat of violence, the student’s
prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is administered on a case-by-case basis.

**SEARCH AND SEIZURE**

*Of School Property*

School authorities, including school liaison police officers, may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students without notice or consent of the student, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas or in the personal effects left in these areas.

*Of Students and Their Personal Effects*

School authorities may also search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student’s age and sex and the nature of the infraction.

When feasible, the search will be conducted as follows:
1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

*Seizure of Property*

If a search produces evidence that the student has violated or is violating the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

*Information Sharing Agreement*

Maintaining safe schools requires the forging of partnerships to share information among schools and youth-serving agencies, including the police department, court system, and youth parole and probation offices. These partnerships rely on effective information sharing among all the agencies responsible for delivering services to children. District educators who see the first warning signs of delinquency or who have critical information about juveniles involved in the juvenile justice system will help develop effective intervention strategies by sharing information with other justice and youth-serving agencies. At the same time, when the juvenile justice system is about to send an alleged or adjudicated juvenile offender back into the regular school system, justice officials will notify the school of timing and circumstances of a student’s return so the school can take steps to
provide needed support services for success. In addition, there are other circumstances in which it is both appropriate and necessary to share information to ensure public safety and the welfare of all of our students.

To facilitate this information sharing, the school district has entered into an Interagency Agreement with the Edwardsville Police Department and the Madison County Probation and Court Services. This agreement outlines procedures by which all three entities will share information regarding students alleged to be involved in criminal activity. All students are placed on notice that the parties to the agreement are committed to improving services to children in the juvenile justice system by sharing information, when appropriate and lawful, through all available media, including an integrated database network.

District 7 has a responsibility to report incidents involving weapons and/or drugs, and battery charges against a school employee to local law enforcement agencies and the Student Incident Reporting System (SIRS) at the Illinois State Board of Education.

**Notification Regarding Student Accounts or Profiles on Social Networking WEBSITES**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**DISTRICT HARASSMENT POLICY**

The District expressly prohibits any form of unlawful harassment of students based on their actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District prohibits such harassment of students, whether that harassment comes from students, District employees, or other third parties. Such harassment is prohibited in all forms: written, verbal, physical, and gestural and includes electronic communications or communications made through the use of technology, including social media. A student or employee who harasses any student is subject to discipline, up to and including expulsion or termination (as appropriate). The District will take appropriate action against third parties who harass students. The District will not tolerate conduct from anyone that creates an intimidating, hostile, or offensive academic environment.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
   a. Substantially interfering with a student’s educational environment;
   b. Creating an intimidating, hostile, or offensive educational environment;
   c. Depriving a student of educational aid, benefits, services, or treatment; or
   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
   e. Inappropriate flashing/mooning private body parts is prohibited.
The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Some examples of sexual harassment, in particular, include:

a. Unwelcome sexual advances
b. Touching (of a sexual nature)
c. Graffiti (of a sexual nature)
d. Displaying or distributing sexually explicit drawings, pictures, and written materials
e. Sexual gestures
f. Sexual or “dirty” jokes
g. Pressure for sexual favors
h. Touching oneself sexually or talking about one’s sexual activity in front of others
i. Spreading rumors about or rating other students on their sexual activity or performance
j. Intimidating, harassing, teasing/joking or spreading rumors about a student’s alleged or perceived sexual orientation

**PROHIBITION OF BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate.

Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying, harassment, or intimidation on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.

4. Substantially interfering with the student or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photoptical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Complaints of bullying, intimidation or harassment may be made in accordance with the District Harassment Procedure.

**HARASSMENT COMPLAINT PROCEDURE**

The administrative officers (principal and assistant principals, if available) are generally responsible for addressing complaints of harassment at each school in the District. This includes dealing with complaints that students bring to their attention, as well as identifying harassing situations on their own.

Complaints against students, employees, or third parties shall be immediately brought, in the first instance, to one of the assistant principals, if available (if none available, then to the principal). If the student does not feel comfortable, for any reason, reporting the harassment to any one of the assistant principals, or if there is no assistant principal available, then he or she should use the alternative procedure of reporting the harassment to the principal. If there is not an available assistant principal and the student does not feel comfortable, for any reason, reporting the harassment to the principal, then he or she should use the alternative procedure of reporting the harassment to the superintendent of the District. Students may make a report of bullying or harassment to any staff member with whom the student is comfortable speaking. The selected administrative official will promptly investigate the matter and, if the allegation is sustained, the responsible party will be disciplined in a manner appropriate for ensuring that the harassing conduct ceases. In situations covered under the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), District 7 will comply with all reporting procedures, including mandated contact with the Department of Children & Family Services.

Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.
**Nondiscrimination Coordinator:**

Dr. Adam Garrett, Asst. Superintendent of Personnel

Name

708 St. Louis Street, Edwardsville, IL 62025

Address

618-656-1182

Phone

agarrett@ecusd7.org

Email

**Complaint Managers:**

Dr. Adam Garrett, Asst. Superintendent of Personnel

Name

708 St. Louis Street, Edwardsville, IL 62025

Address

618-656-1182

Phone

agarrett@ecusd7.org

Email

Dr. Cornelia Smith, Director of Human Resources

Name

708 St. Louis Street, Edwardsville, IL 62025

Address

618-656-1182

Phone

csmith@ecusd7.org

Email

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall keep the student who filed the complaint informed of the status of the investigation. Additionally, notice of the outcome of the complaint shall be provided to the parties involved.

If the investigating administrative officer determines, after investigating a complaint of harassment or unlawful discrimination, that a student has provided false information regarding the complaint, then disciplinary action may be taken against the student who filed the false complaint or gave the false information. The District prohibits, however, retaliation of any kind against a student for filing a good faith complaint or participating, with good faith, in an investigation.

**CIVIL RIGHTS COORDINATORS**

A civil rights coordinator is an individual who coordinates compliance with civil rights laws, including investigations of complaints alleging discrimination on a particular basis. Civil rights laws that prohibit discrimination include:

- Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex).
- Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the bases of race, color, or national origin).
- Section 504 of the Rehabilitation Act6 of 1973 (prohibits discrimination on the basis of disability).
- Title II of the Americans with Disabilities Act of 1990 (prohibits discrimination on the basis of disability by public entities (including public schools), whether or not they receive Federal financial assistance).
Complaints of discrimination should be brought to one of the District 7 complaint coordinators. Civil Rights Coordinators’ Contact Information:

- Dr. Adam Garrett, 656-1182, agarrett@ecusd7.org
- Dr. Cornelia Smith, 656-1182, csmith@ecusd7.org

**CONDUCT ON SCHOOL PROPERTY**
The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a School Board member, a sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface school district property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products, including vaping devices, electronic cigarettes, or lookalikes.
8. Consume, possess, distribute, use, or be under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drugs;
9. Impede, delay, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
11. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley’s Law*;
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee;
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

For purposes of this handbook, “School Property” means District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

**School Sponsored Publications and Websites**
School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District’s educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

**Non-School Sponsored Publications**
Students are prohibited from creating, distributing, and/or accessing at school any publication:

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school
or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language, or sexting;
4. that is reasonably viewed as promoting illegal drug use;
5. that is primarily intended for the immediate solicitation of funds; or
6. that, is distributed in kindergarten through eighth grade, is primarily prepared by non-students, unless it is being used for school purposes.

Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside sources as long as the material to be distributed or accessed is primarily prepared by students.

The creation, distribution and/or accessing of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) affords students certain rights with respect to their education records. The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated. Once a student reaches age 18, rights under FERPA and ISSRA transfer to the student, provided the student has notified the administration in writing of the student’s intent to exercise his/her rights under FERPA and ISSRA in lieu of his/her parent(s)/guardian(s). Below are the rights accorded under FERPA and ISSRA:

1. The right to inspect and review the student’s education records within 10 days from the day the Building Principal receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges per page for copying, after the first 50 pages of records are provided, or from page 1 of the records if the copies of the records have been previously provided. If the person is unable to pay these expenses, he/ she should contact the Building Principal. No one will be denied their right to copies of their records for inability to pay this cost.

These rights will be denied if the District has received a court order specifically prohibiting access to a student’s records. A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official written requests that identify the record(s) he/she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

A parent(s)/guardian(s) or eligible student may ask the District to amend a record that he/she
believes is inaccurate, misleading, irrelevant, or improper. He/she should write the District official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, irrelevant, or improper.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will advise the parent(s)/guardian(s) or eligible student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and ISSRA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational or administrative interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); a representative of a private or other alternative school to which the District may refer the student; or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his/her records would be in furtherance of the interest.

Upon request, the District may disclose education records without consent to an official of another school in which a student seeks or intends to enroll. In addition, school officials may provide records to any person specifically required by State or federal law. Before information is released to these individuals, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student’s records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. School officials may also disclose information from a student’s education records in compliance with a lawfully issued court order. Before complying with such court order, the school will give prompt written notice to the student’s parent regarding the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy the school student records and to challenge their contents.

School officials may disclose information from a student’s education records to appropriate authorities in connection with an emergency in order to protect the health or safety of a student or other individuals.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

5. Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Record Custodian or other official in writing before October of the current school year that he/she does not want any or all of the directory information disclosed. Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as
yearbooks, newspapers, or sporting or fine arts programs, date of attendance, and degrees and awards received.

6. The Every Student Succeeds Act, which reauthorized the Elementary and Secondary Education Act of 1965, requires local school districts to disclose certain information regarding a high school student to military recruiters and institutions of higher learning. If parents do not want information disclosed to recruiters under this Act, they should notify the building principal, in writing, of their desire not to have this information disclosed.

7. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

   Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

WITHDRAWAL/TRANSFER

Students who withdraw from school must notify the office and complete the required form. All student obligations must be cleared before official records will be released. No student will be enrolled in Edwardsville Community Unit School District No. 7 until a Certificate of Good Standing is received. Similarly, Edwardsville Community Unit School District No. 7 will provide a Certificate of Good Standing for any student transferring to any Illinois public school. This information will include whether the student is currently suspended or expelled from school.

Student records kept by the school are divided into two basic categories: student permanent records and student temporary records.

The student permanent record consists of basic identifying information: academic transcript including grades, class rank, graduation date, scores on college entrance examinations; attendance record; accident reports and health record; and record of release of permanent record information.

The student temporary record consists of all information not required to be in the student permanent record and may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

12. Record of release of temporary record information

Notice is hereby given that all temporary records of a student who has graduated, transferred, or otherwise withdrawn from the school district will be destroyed five years after the student transfers, graduates, or withdraws. Individuals graduating, transferring or withdrawing during the 2020-2021 school year who want a copy of these records prior to destruction should notify the building principal at 656-7100, on or before June 1, 2025. Permanent records will be maintained for 60 years after the student graduates, transfers, or withdraws.

STUDENT PRIVACY AND PARENTAL INVOLVEMENT POLICIES

The Board has adopted and continues to use policies regarding student privacy, parental access to information, and parental involvement. Copies of the policies are available upon request. Please contact Tara Fox, Director of Curriculum & Instruction, 708 St. Louis Street, Edwardsville, Illinois.

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student’s parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student’s parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student’s parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request. “Instructional material” means
instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). Instructional materials include teacher’s manuals, films, tapes, or supplementary materials which will be used connection with any survey, analysis, or evaluation of their child. The term does not include academic tests or academic assessments. Parents wishing to inspect instructional material should contact the appropriate teacher or building principal.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. Invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District’s extracurricular drug and alcohol testing program.
4. Is otherwise authorized by Board policy.

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). Personal information means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s personal information to a business organization or financial institution that issues credit or debit cards.

Parents may opt out of any of the above listed activities by filing with the appropriate school office a non-disclosure request form by September 1st of each school year, as per Board Policy 7:15 Student and Family Privacy Rights.

PARENTAL LEAVE

Illinois law requires that parent(s)/guardian(s) be given release time to attend school conferences relating to their child/children. Upon written request, employers must grant employees leave of up to eight hours per school year (not to exceed four hours in any given day) to attend school conferences, behavioral meetings, or academic meetings, including behavior conferences and IEP meetings, which cannot be scheduled during non-work hours. For parent-teacher conferences, the school district will make available time during the school day and evening hours to meet with parents. The school district cannot, however, guarantee that an
evening conference slot will be available. Such slots will be filled on a first request basis.

**Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directions of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

**School Closing Information**

The District will use its message broadcast system, SchoolMessenger, to notify parents of school cancellation or altered bus schedules due to inclement weather.

SchoolMessenger will communicate the information in the following ways:

- deliver a recorded message via live answer or voicemail
- send an email to all parents’ email addresses with the same information
- send an SMS text message to your mobile device (for those who opt-in for text messages)

The system will utilize contact information that the District currently has on file in SchoolMessenger, which interfaces with the District's student information system. Contact information was provided at registration by parents/guardians. Revised or updated contact information should be provided to your child's school. All information and contact numbers are secure and confidential and are used only for the purposes described above.

The following notification procedures will support the broadcast system:

- On days when inclement weather occurs or is pending, the decision to cancel school will be made by 5:00 a.m., if possible.
- On days that it may be necessary alter the bus schedule because of inclement weather, the decision will be made as early as possible (the message will be broadcast to home, work, and cell phones). Parents are encouraged to make arrangements to meet their children in the event of altered bus schedule days.
- The following radio/TV outlets will continue to carry school closing information: KMOV-TV CHANNEL 4 NEWS; KSDK-TV CHANNEL 5 NEWS; FOX 2 NEWS, KMOX (AM-1120).
- Parents may also check the district website at [www.ecusd7.org](http://www.ecusd7.org).
- The District Facebook page will also be updated with school cancellation and early dismissal information, which can be accessed at [https://www.facebook.com/ECUSD7](https://www.facebook.com/ECUSD7).

**SAFETY ALERT PROGRAM**

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and the web “Alerts and Notices” page.

**SAFETY ALERTS – VIOLENCE**

The system is used to alert parents to viable threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

**SAFETY ALERTS – WEATHER**

The system is used to alert parents to cancellation of school due to inclement weather.

**SAFETY ALERT NOTIFICATION**

A message will be posted on each alert system stating one of the following:
• There are no current safety alerts; please disregard rumors
• There is a viable threat
• School has been cancelled due to inclement weather

Parents can access safety alert information in four ways:
• Text messages via the School Messenger App
• Email sent via School Messenger, using email listed on the Student Information Sheet
• Parents will receive messages by phone on the numbers listed on their child’s Student Information Sheet
• Visit the District’s website at www.ecusd7.org/category/alerts-notifications

Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility
1. Prepare your child. Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
2. Keep your child’s emergency contact information up-to-date. The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
3. Remain calm. It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
4. Do not call school and tie up the school phone. Information will be disseminated to parents through the school district’s Telephone Broadcast System, Email Alerts, and Web Alerts (www.ecusd7.org).
5. If possible, walk from your home. Parent parking areas will be congested. Ride with another parent if possible.
6. Park only in areas designated for parents. Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.
7. Do not attempt to pick up your child directly from the student assembly area. Parents and authorized adults must first report to the Student Request Table.
8. Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table. Students will only be released to their parents or to an adult designated on the child’s Student Information Sheet.
9. Talk to the Parent Information Officer if you have any questions. This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
10. Pick up all students for whom you are authorized.
11. Sign out at the Student Release Table. The staff will locate and bring your child to you. No student will be released without a parent signature, noting time of release, destination, and phone number.
12. Leave the campus immediately after being reunited with the student.
13. Information from the school district on retrieving student property that may still be left on school property will be forthcoming.
PARENT RESOURCES AND SUPPORT

The effects of alcohol and drug abuse are familiar to far too many parents. Drugged young people become terribly ill, injure themselves and others, steal, and sometimes die. Now there is reliable evidence that drugs are causing permanent brain damage to abusers and irreversible harm to their unborn children. The problem is common to young people across the nation. No one is immune, including the young people of our community.

Like all of us, teenagers enjoy being together, and it is no secret that social situations are conducive to the abuse of alcohol and drugs. In many cities, parents have discovered that banding together and agreeing to enforce common rules for teenagers’ behavior can result in drug-free children.

We must teach our children that socializing can be fun without drugs or alcohol. The following guidelines are recommended to parents in order to provide uniform rules and regulations for their teenagers. Other communities have succeeded in providing healthy, drug-free environments for their youth, and, working together, we can do the same.

Since some adults continue to illegally provide alcohol for underage persons at parties in their homes, it is highly recommended that if parents know such a party is in progress, they should notify their local police. Parents who knowingly permit underage drinking to take place are subject to serious penalties.

1) Suggested guidelines for hosting a party

   a) Students should tell their friends ahead of time that drugs or alcohol will not be permitted at the party.
   b) An adult should always be present. Serving snacks, chatting with guests, or having an older child or friend present can make chaperoning seem very natural.
   c) Alcohol or other drugs should not be served or otherwise available. If guests bring these illegal substances, they should be ordered to leave. If they are intoxicated or under the influence of drugs, their parents should be called to take them home.
   d) Anyone who leaves a party should not be allowed to return.
   e) Encourage small parties with specific guest lists. Set time limits, enabling all guests to reach home before the curfew. Set ground rules with your teen beforehand. Plan plenty of food and non-alcoholic beverages.
   f) Let neighbors know beforehand that a properly supervised party will take place.
   g) If you must be out-of-town or away from home, forbid parties. Have a responsible adult in the house. Homes of absent parents are frequent party sites.
   h) When spontaneous parties occur, try to follow the above guidelines. If, despite your precautions, things do get out of hand, do not hesitate to call the local police department for assistance.

2) Guidelines for when your child is attending a party

   a) Contact the parents of the party giver to verify the occasion, to make certain that an adult will be present, and to verify there will be no alcohol or drugs permitted.
   b) Know where your teen will be. Have the address and phone number of the party giver and insist that your teen inform you if there is any change of location.
   c) Know how your teen will get to and from the party; let him/her know where you or another adult can be reached if there are any changes in plans.
   d) Be certain your teens understand when they should be home; either wait up or have them awaken you when they return.
   e) If your teen is staying overnight with a friend following the party, check with the friend’s parents to verify the arrangement and the curfew.

3) Use of Alcohol/Illegal Substances by Adults

   No alcohol or illegal substance is permitted at any school or on any school grounds, on school buses, or at organized student activities. It is inappropriate for any adult to use alcohol or an illegal substance at any school-related activity for students, even if that activity takes place off school.
4) Guidelines for Curfews
Reasonable hours will keep teenagers safe and drug free. Teens should not “go out” on school nights unless they are attending a specific school or community function. For special events they should be expected home within a reasonable time after the conclusion of the party, game, or program. Local curfew for persons under 17 is 11:00 p.m. from Sunday through Thursday; and 12:00 midnight on Friday and Saturday, unless accompanied and supervised by a responsible person 18 or over who has been authorized by the parent/guardian. Drivers’ licenses for students aged sixteen are not valid after curfew. It is unlawful, punishable by fine, for any parent to knowingly allow their child to break the curfew law.

5) Assistance for Parents
a) Within District 7: There are many school professionals who can assist a parent who is concerned about a child’s possible involvement with drugs or alcohol. The principal, nurse, counselor, social worker, and teachers are all available to help families with this concern. Parents are urged to seek assistance if they suspect a drug or alcohol problem with their child.

b) Outside District 7: The following page lists local agencies (Edwardsville, Collinsville, and Alton area) outside the school district where parents can access counseling services and medical treatment for drug and alcohol abuse for their student. The District does not recommend specific agencies. This list is being provided as a resource to District 7 parents and students.

LOCAL SUPPORT AGENCIES

<table>
<thead>
<tr>
<th>One Hope United</th>
<th>TASC, Inc.</th>
<th>Children's Home &amp; Aid Society of Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>907 N. Bluff Road, Suite 9</td>
<td>340 S. Fillmore</td>
<td>6 Crossroads Ct.</td>
</tr>
<tr>
<td>Collinsville, IL 62234</td>
<td>Edwardsville, IL 62025</td>
<td>Alton, IL 62002</td>
</tr>
<tr>
<td>345-9644</td>
<td>656-7672</td>
<td>462-2714</td>
</tr>
</tbody>
</table>

Behavioral Health System

<table>
<thead>
<tr>
<th>2100 Madison Avenue</th>
<th>Chestnut Health Systems</th>
<th>Hoyleton Youth &amp; Family Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granite City, IL</td>
<td>2148 Vadalabene</td>
<td>2636 Villa Drive</td>
</tr>
<tr>
<td>Resource Center</td>
<td>Maryville, IL 62062</td>
<td>Highland, IL 62249</td>
</tr>
<tr>
<td>798-3888</td>
<td>288-3100</td>
<td>654-8914</td>
</tr>
</tbody>
</table>

Well Spring Resources 2615
Edwards St.
Alton, IL 62002
462-2331

Department of Children/Family Services:

<table>
<thead>
<tr>
<th>Wood River DCFS</th>
<th>Granite City DCFS</th>
<th>Alton DCFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1407 Vaughan Road</td>
<td>1925B Madison Avenue</td>
<td>200 N. Center, Suite D</td>
</tr>
<tr>
<td>Wood River, IL 62095</td>
<td>Granite City, IL 62040</td>
<td>Alton, IL 62002</td>
</tr>
<tr>
<td>259-8400</td>
<td>876-8985</td>
<td>466-7014</td>
</tr>
</tbody>
</table>
**LOCAL LAW ENFORCEMENT AGENCIES**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwardsville Police Department</td>
<td>656-2131</td>
</tr>
<tr>
<td>Glen Carbon Police Department</td>
<td>288-7226</td>
</tr>
<tr>
<td>Hamel Police Department</td>
<td>633-2777</td>
</tr>
<tr>
<td>Worden Police Department</td>
<td>459-3244</td>
</tr>
<tr>
<td>Madison County Sheriff</td>
<td>692-4433</td>
</tr>
<tr>
<td>Illinois State Police</td>
<td>346-3990</td>
</tr>
</tbody>
</table>

**CHILD SEX OFFENDERS**

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: [http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police Police’s website at: [http://www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

Illinois State law prohibits a convicted *child sex offender* from:

- Being present in any school building, on school grounds, in any school vehicle or at a school-related activity, unless the sex offender is a parent of a child attending the school under the conditions listed below; or
- Loitering within 500 feet of a school building or school grounds. If the child sex offender is a parent of a student attending the school, the child sex offender parent may be present on school grounds under the following conditions:
  - The parent is attending a conference at the school with school personnel to discuss the student’s academic and/or social progress;
  - The parent is participating in special education meetings related to evaluations and placement; or
  - The parent is attending conferences to discuss retention and promotion.

If one of these situations arises, the child sex offender must obtain permission from the Building Principal or Superintendent to be present. If the Superintendent grants permission, he/she will notify the Building Principal of the purpose for the visit and the hour(s) during which the child sex offender will be present at school. The child sex offender must notify the principal’s office when he/she arrives and departs from school property. If the child sex offender is to be present in the vicinity of children during the visit, he/she must remain under the direct supervision of a school official.

As circumstances warrant, the District’s administrators shall take appropriate action in enforcement of this policy.

Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled, and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.

Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
HOMELESS STUDENTS

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency.

If a District 7 student becomes homeless (i.e. lacks a regular, fixed, adequate nighttime place of abode or lives in a shelter), the student may be permitted to remain enrolled in District 7 while homeless or until the end of the school year in which the student obtains regular housing. Also, if the parents/guardians of a homeless child or youth enroll the child in the Edwardsville School District, the student will be enrolled; however, the contact information of the parent/guardian must be provided to school personnel upon enrollment.

Parents should contact the Regional Office of Education, Madison County Administration Building, 157 N. Main Street, Suite 438, Edwardsville, Illinois, if they need any information regarding the rights of a homeless student. Parents may also contact the District’s Homeless Liaison Tara Fox at Hadley House.

AFTER-HOURS VOICE MAIL

District 7's voice mail system is shut down at 4:30 p.m. daily. People who wish to leave voice mail should do so during regular business hours.

PEST CONTROL SCHEDULE

All schools in the District are treated yearly in the month of August. In addition, schools are either treated monthly or quarterly.

Schools treated monthly: Lincoln Middle School, Liberty Middle School, and Edwardsville High School

Schools treated quarterly: Albert Cassens Elementary, Columbus Elementary, EHS South, Glen Carbon Elementary, Goshen Elementary, Hamel Elementary, Leclaire Elementary, Midway Elementary, Nelson Elementary, Woodland Elementary, and Worden Elementary

The District uses pesticides to keep its buildings and grounds free from insects, rodents, weeds, and other unwanted pests. Please contact the building principal if you desire more information or desire to be put on a notification list.

STUDENT VIDEO TAPING AND WORK SAMPLES

The Edwardsville School District partners with several local universities to provide both current and aspiring teachers with a high-quality, hands-on classroom experience. University Undergraduate Teacher Education Programs as well as Graduate level courses require educators to complete a variety of assignments and assessments in order to meet graduation requirements and/or obtain a teacher license. These requirements include the following:

• Educators enrolled in university coursework must submit examples of student work and assessment results as evidence of their teaching practice. Your child may be selected to participate in one-on-one assessments with the teacher or student teacher, and/or your child's class work may be selected for submission. This is not an assessment of your child's performance. This is an assessment of the educator’s instructional practices.

• Educators must submit a video of themselves teaching a series of lessons in the classroom. During the course of video recording their teaching, your child may appear on the video.

Your child’s name will not appear on any materials submitted, and all materials will be kept confidential at all times.

The video recordings and student will not be made public in any way. Materials will be reviewed by University instructors, and they may also be used by test developers under secure conditions for program development and implementation, including scorer training, and to support continued program improvement activities such as future validity and reliability studies.

If for any reason you do not wish for your child to participate in the above activities, it is your responsibility to notify the building principal in writing.
ANNUAL ASBESTOS NOTIFICATION
On May 1, 2017, the following notification was released for compliance with the regulations of the Federal AHERA guidelines for the management of asbestos containing materials in schools.
As required, the buildings of the Edwardsville Community Unit School District #7 were initially inspected for asbestos and the findings of the inspection were documented in the School’s Asbestos Management Plan. As required under AHERA Rules and Regulations, Six Month Surveillances and Three Year Re-inspections are routinely conducted and any change in the condition of the asbestos materials is documented.
The Asbestos Inspection Report and Management Plan are on file in the Administrative Office (Facility Office) and are available for public review during normal business hours. Individuals interested in reviewing the Management Plan(s) are asked to submit a written request to the school.

PTO
PTO is an organization consisting of dedicated parents and teachers at the elementary level. The PTO serves as a link between home and school. All parents are encouraged to join. The PTO holds regular meetings to discuss ways to support the school community in providing the best education for our students.

Animals on School Property
In order to assure student health and safety, animals are not allowed on school grounds or on the school bus, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.
Pets are not allowed school grounds at any time without prior communication with the building principal or classroom teacher. Pets should be left at home during drop-off and pick-up.

A Final Note
These guidelines are offered so that parents and students will have a better understanding of our expectations and to avoid misunderstandings. We appreciate your continued support and cooperation. Please contact your child’s teacher or the school office with any questions or concerns.

Close cooperation between the school and home are essential to promote the best interests of each child. We look forward to a positive and productive school year!
### 2020 - 2021 School Calendar

#### DAYS OF ATTENDANCE:

<table>
<thead>
<tr>
<th>185 days of attendance on calendar</th>
<th>180 day calendar</th>
<th>176 Service Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 5 emergency days – 05/25 - 06/01</td>
<td>- 4 Full Institute Days</td>
<td>- 10/16 ½ In-service PM (1/2 day students)</td>
</tr>
<tr>
<td></td>
<td>• 08/11 Opening Day</td>
<td>- 10/28 ½ P/T Conf. 5:30 p.m. to 8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>• 08/12</td>
<td>- 10/29 1 P/T Conf. 1:00 p.m. to 7:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>• 10/9 Mad. Co. Inst.</td>
<td>- 10/30 1 P/T Conf. 8:00 a.m. to Noon</td>
</tr>
<tr>
<td></td>
<td>• 02/12 District 7 Inst.</td>
<td>- 03/12 ½ In-service PM (1/2 day students)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 04/23 ½ In-service PM (1/2 day students)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 05/24 Teacher Inst. PM (1/2 day students)</td>
</tr>
</tbody>
</table>

| 180 day calendar | 176 Service Days | 174 Student Attendance Days + 2 P/T Conf. |

#### HOLIDAY AND ATTENDANCE DAY BREAKOUT:

**August:**
- Aug. 11 Teacher Institute
- Aug. 12 Teacher Institute
- Aug. 13 First Day of Student Attendance – (Full Day)

**September**
- Sept. 7 Labor Day – NO STUDENT ATTENDANCE

**October**
- Oct. 9 Madison County Teachers’ Institute – NO STUDENT ATTENDANCE
- Oct. 12 Columbus Day – NO STUDENT ATTENDANCE
- Oct. 16 END OF 1ST QUARTER - ½ day Teacher In-service (PM); NO STUDENT ATTENDANCE (PM)
- Oct. 28 Full day of Student Attendance; ½ Day Parent/Teacher Conf. (5:30 PM – 8:30 PM)
- Oct. 29 Parent/Teacher Conference (1:00 PM-7:30 PM); NO STUDENT ATTENDANCE
- Oct. 30 Parent/Teacher Conference (8:00 AM- Noon); NO STUDENT ATTENDANCE

**November**
- Nov. 3 School Holiday – NO STUDENT ATTENDANCE
- Nov. 11 Veterans Day – NO STUDENT ATTENDANCE
- Nov. 25 Thanksgiving Break – NO STUDENT ATTENDANCE
- Nov. 26 Thanksgiving Day – NO STUDENT ATTENDANCE
- Nov. 27 Thanksgiving Holiday – NO STUDENT ATTENDANCE

**December/January**
- Dec. 18 END OF 2ND QUARTER & FIRST SEMESTER
- Dec. 21- Jan. 1 Holiday Break; NO STUDENT ATTENDANCE (students return on January 4)
- Jan. 18 Martin Luther King Holiday – NO STUDENT ATTENDANCE

**February**
- Feb. 12 Teacher Institute; NO STUDENT ATTENDANCE
- Feb. 15 President’s Day - NO STUDENT ATTENDANCE

**March/April**
- March 12 END OF 3RD QUARTER – ½ day Teacher In-service (PM); NO STUDENT ATTENDANCE (PM)
- Mar. 29 – Apr. 5 Spring Vacation – NO STUDENT ATTENDANCE (students return on April 6)
- April 23 ½ day Teacher In-service (PM); NO STUDENT ATTENDANCE (PM)

**May/June**
- May 24 END OF 4TH QUARTER (Last day for students if no emergency days used)/ ½ day Student Attendance/ ½ day District 7 Teachers’ Institute (PM); NO STUDENT ATTENDANCE (PM)
- May 25 – Jun. 1 Student attendance days if five (5) emergency days used
- May 29 Graduation
- May 31 Memorial Day